Spring 2008

STILunch v7

School User Manual

Information in this document is subject to change without notice. Student and school data used herein are fictitious unless otherwise noted.

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This document was last modified on April 8, 2008. Any subsequent changes made to the STI applications described herein will be discussed in the release notes that accompany each product's update.

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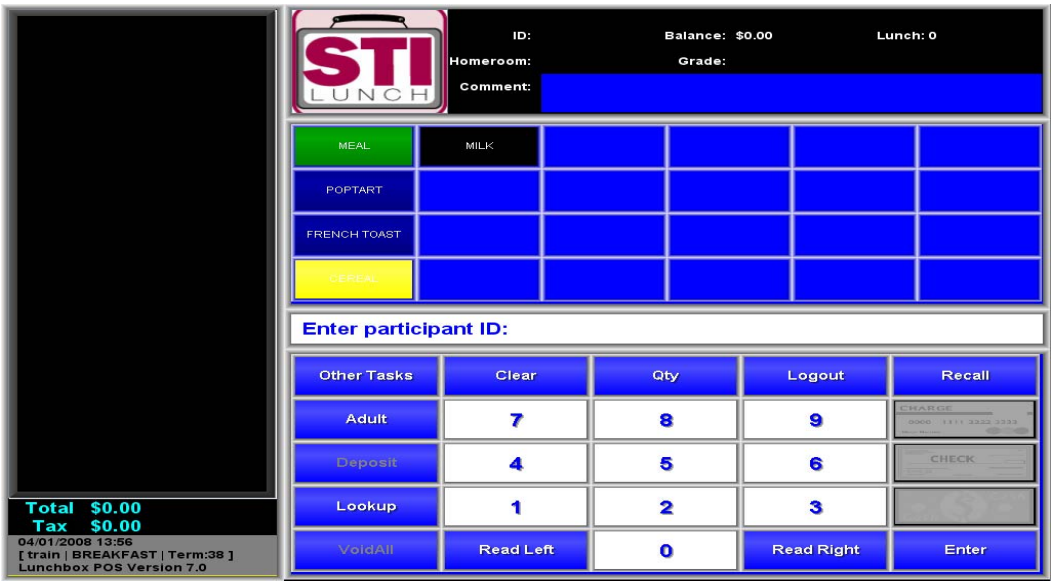
Daily Steps

Before Breakfast

- Make sure server (Office Computer) is up and running, which should be at all times. If not, make sure it is the first machine you turn on in the morning.
- Turn on *SurePOS* (Cash Register), and have cashiers log in to the proper serving period. Then enter the starting cash.
- After starting cash is entered, you must confirm whether you entered the proper starting cash. If you entered it correctly, click **Yes** to confirm. If not, click **No**, then click the **Clear** button and re-enter the amount.

During Breakfast

- Begin running participants through the line by having them enter their cafeteria numbers into the keypad or by scanning bar codes. If using Pinpads, touch the **Read Left** or **Read Right** button to access the participant on screen. If you are not using Pinpads or scanners, key in the student number and press **Enter**; or press the student Lookup button to find the participant.



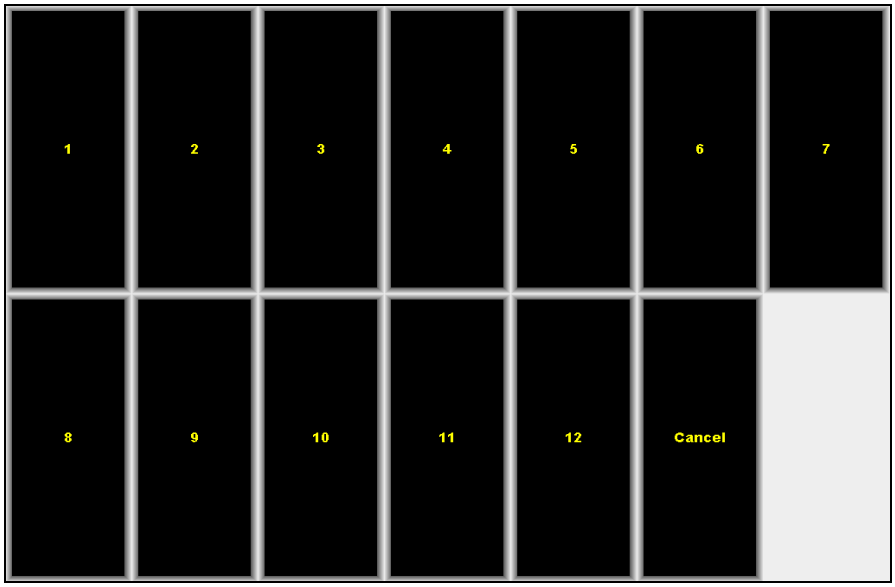
Bulk Sales

This method is to be used for processing cafeteria workers' meals, bulk À la carte sales to special accounts, etc.

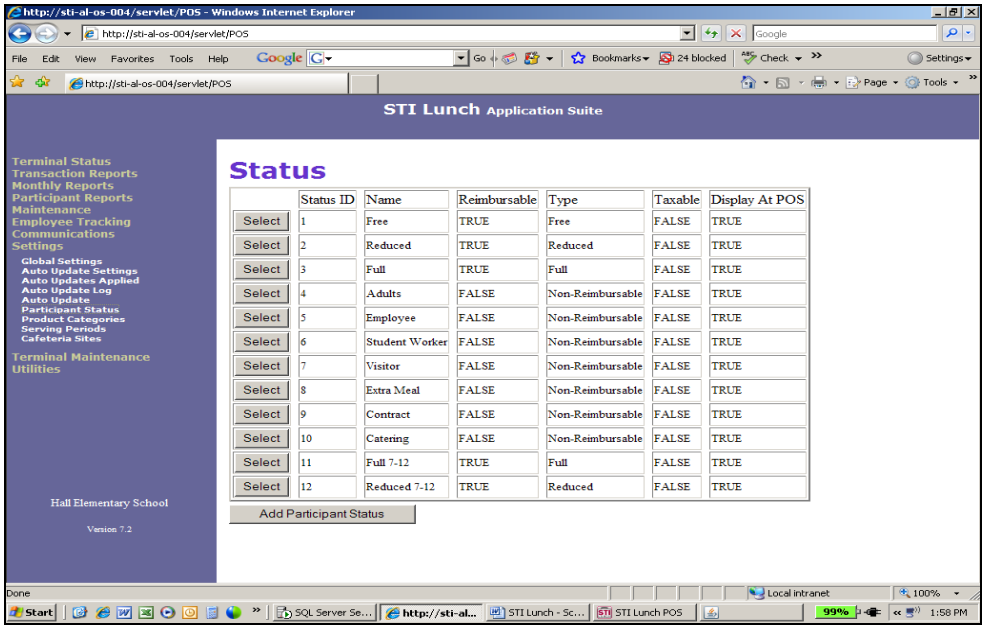
For example, to process meals for eight cafeteria workers, do the following:

- Touch the number of meals you need (**8**).
- Touch the **QTY** key.
- Touch the word **MEAL** on your menu.

- A screen will appear with the participant status numbers. Touch the number that applies to the account (**5** = employee). The screen will return to the *POS* window. There should be no *Amount Due*. Touch **Enter**.

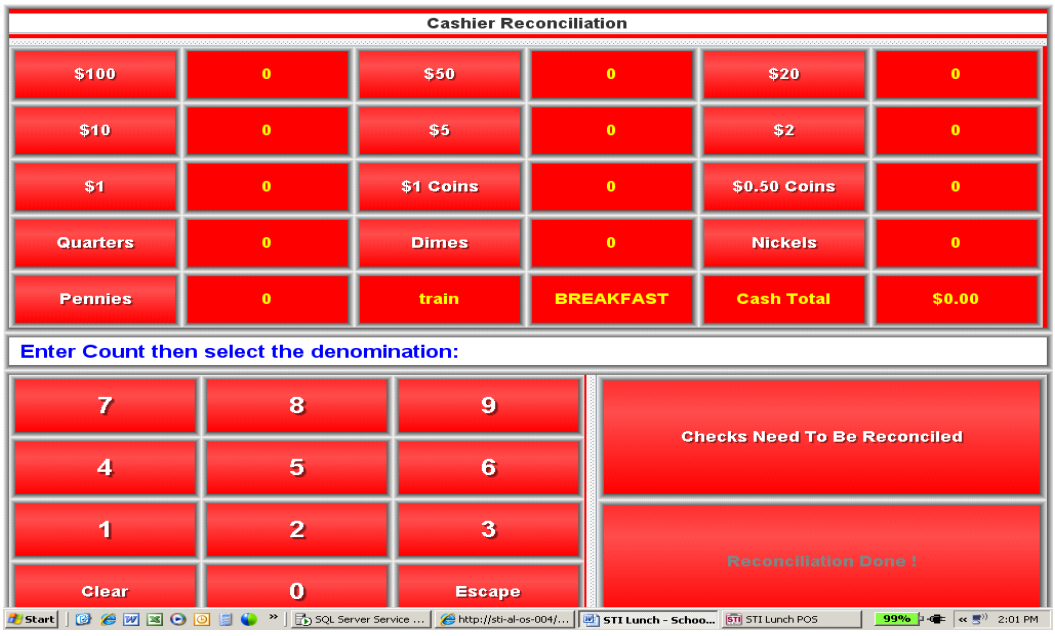


- The numbers associated with this screen may be found in *POS BackOffice* under **Settings | Participant Status**. The *Status ID Number* is referenced on this screen.

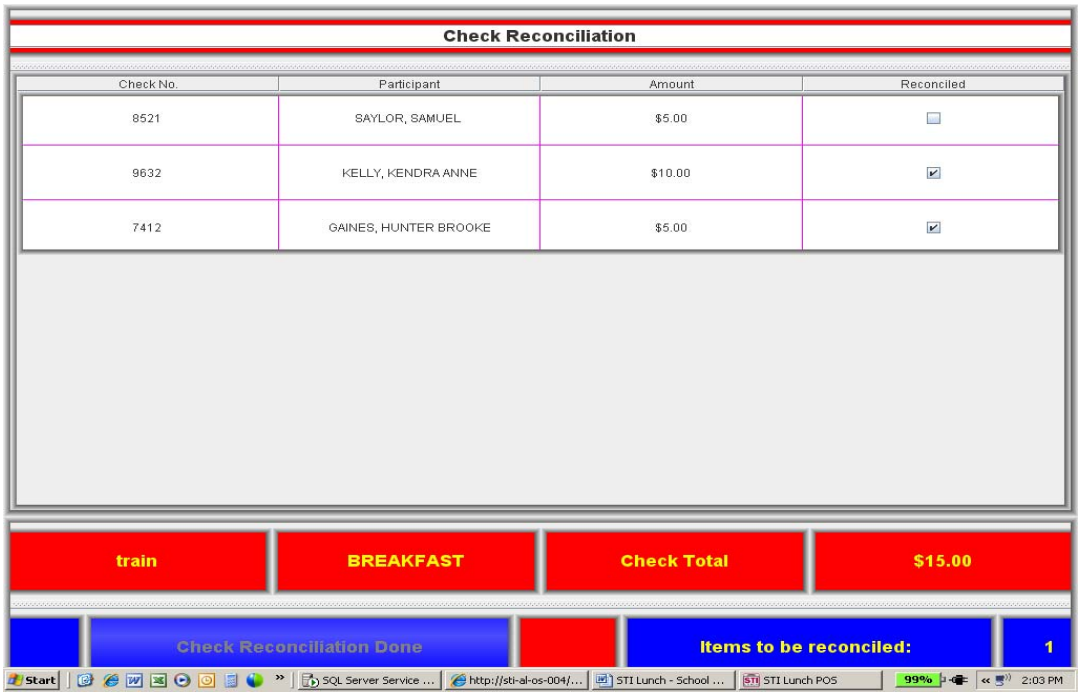

http://sti-al-os-004/servlet/POS - Windows Internet Explorer
STI Lunch Application Suite
Terminal Status
Transaction Reports
Monthly Reports
Participant Reports
Maintenance
Employee Tracking
Communications
Settings
Global Settings
Auto Update Settings
Auto Updates Applied
Auto Update Log
Auto Update
Participant Status
Product Categories
Serving Periods
Cafeteria Sites
Terminal Maintenance
Utilities
Hall Elementary School
Version 7.2
Status
Status ID | Name | Reimbursable | Type | Taxable | Display At POS
Select | 1 | Free | TRUE | Free | FALSE | TRUE
Select | 2 | Reduced | TRUE | Reduced | FALSE | TRUE
Select | 3 | Full | TRUE | Full | FALSE | TRUE
Select | 4 | Adults | FALSE | Non-Reimbursable | FALSE | TRUE
Select | 5 | Employee | FALSE | Non-Reimbursable | FALSE | TRUE
Select | 6 | Student Worker | FALSE | Non-Reimbursable | FALSE | TRUE
Select | 7 | Visitor | FALSE | Non-Reimbursable | FALSE | TRUE
Select | 8 | Extra Meal | FALSE | Non-Reimbursable | FALSE | TRUE
Select | 9 | Contract | FALSE | Non-Reimbursable | FALSE | TRUE
Select | 10 | Catering | FALSE | Non-Reimbursable | FALSE | TRUE
Select | 11 | Full 7-12 | TRUE | Full | FALSE | TRUE
Select | 12 | Reduced 7-12 | TRUE | Reduced | FALSE | TRUE
Add Participant Status

After Breakfast

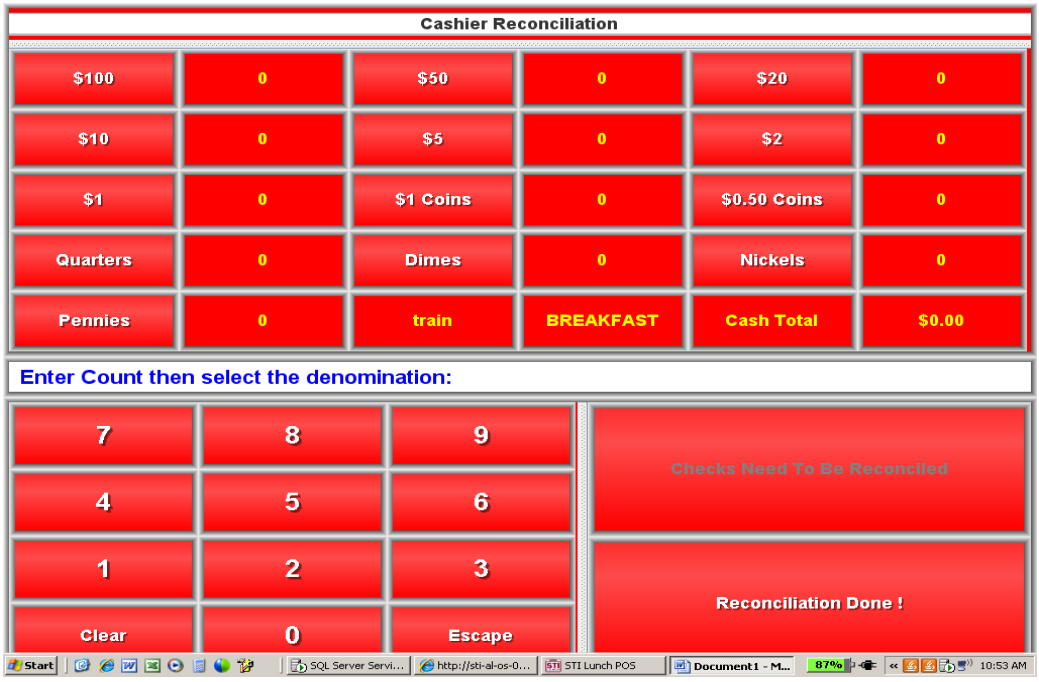
- When finished serving breakfast, touch the **Logout** button and answer **Yes** to the question *Do you want to log out?*
- Next, answer **Yes** or **No** accordingly to the question *Do you want to close as well?*
  - If **Yes**, the *Reconciliation* screen will appear.
  - If **No**, you will return to the log in screen. Follow the onscreen directions to enter your cash to declare.



- Once all cash has been entered, touch the **Check Reconciliation** button if any checks were collected.
- To reconcile a check, touch the box to the far right. This will place a checkmark in the box and drop it to the bottom of the list, bringing the next check to the top.

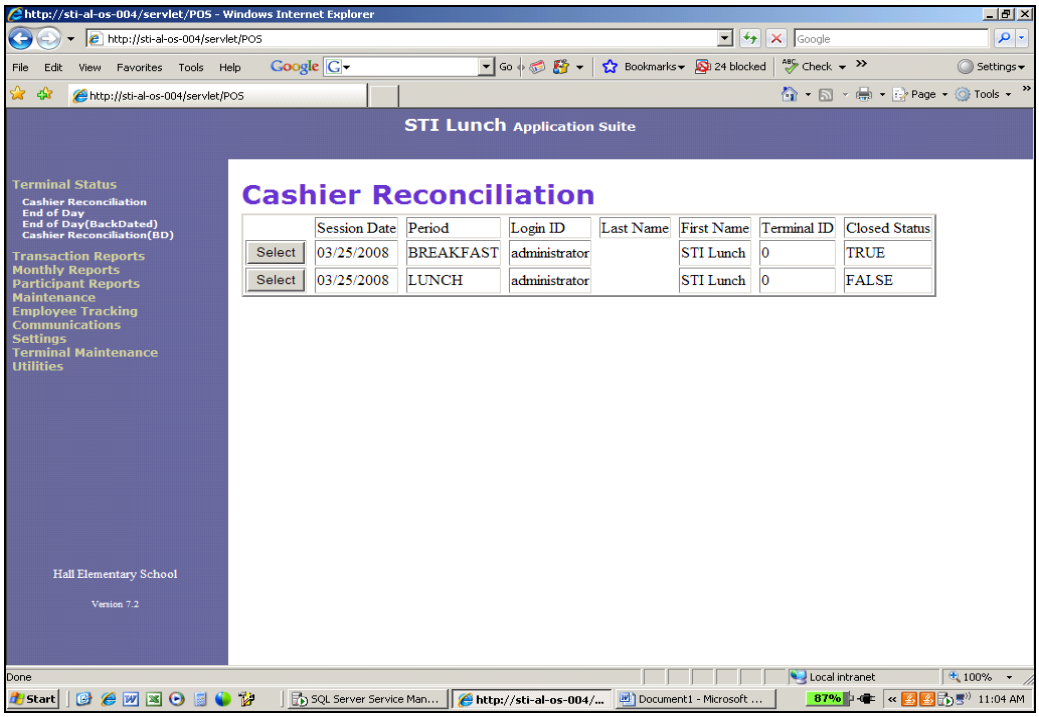


- When finished, select **Check Reconciliation Done**.

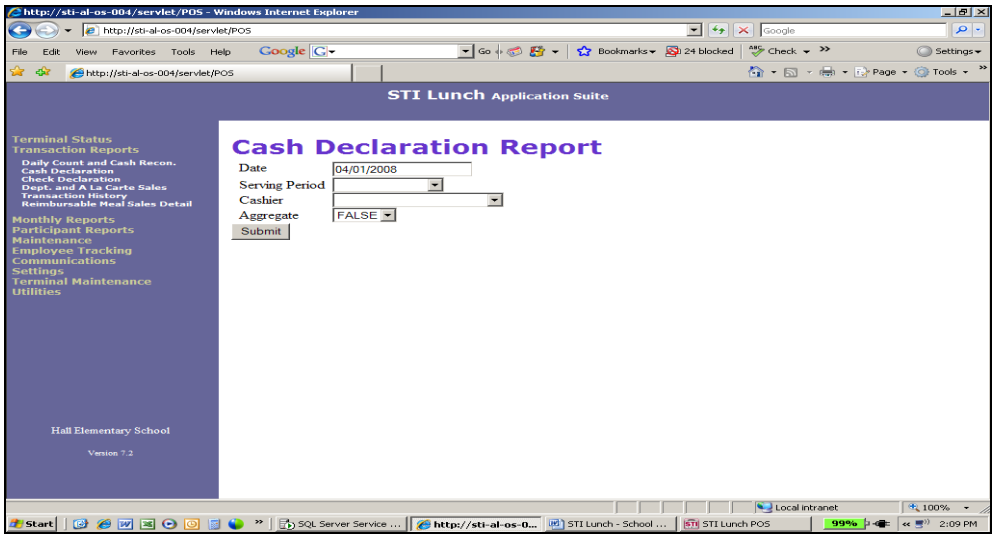


- Back in the cash screen, select **Reconciliation Done** if no other cash needs to be reconciled.
- If you accidentally click **Yes** to the question *Do you want to close as well?* and you are not yet ready to count your cash; press the **Escape** key in the reconciliation screen.

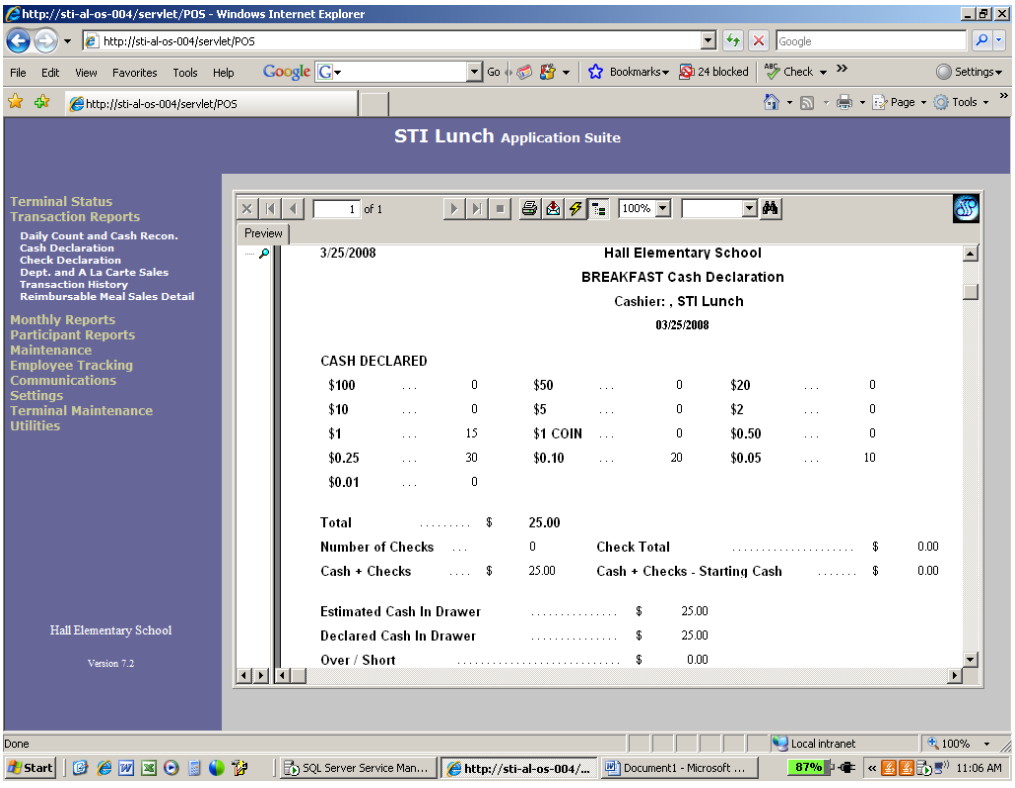
- After finishing the cash reconciliation, count out the starting cash amount and leave it in the cash drawer. Take all other cash and checks out of the drawer.
- At the back office machine, enter into the *POS-Back Office* program. Click on the area called **Terminal Status**, then click on **Cashier Reconciliation**. This will say **True** (Yes) or **False** (No) if the cashier has closed out his or her serving period.



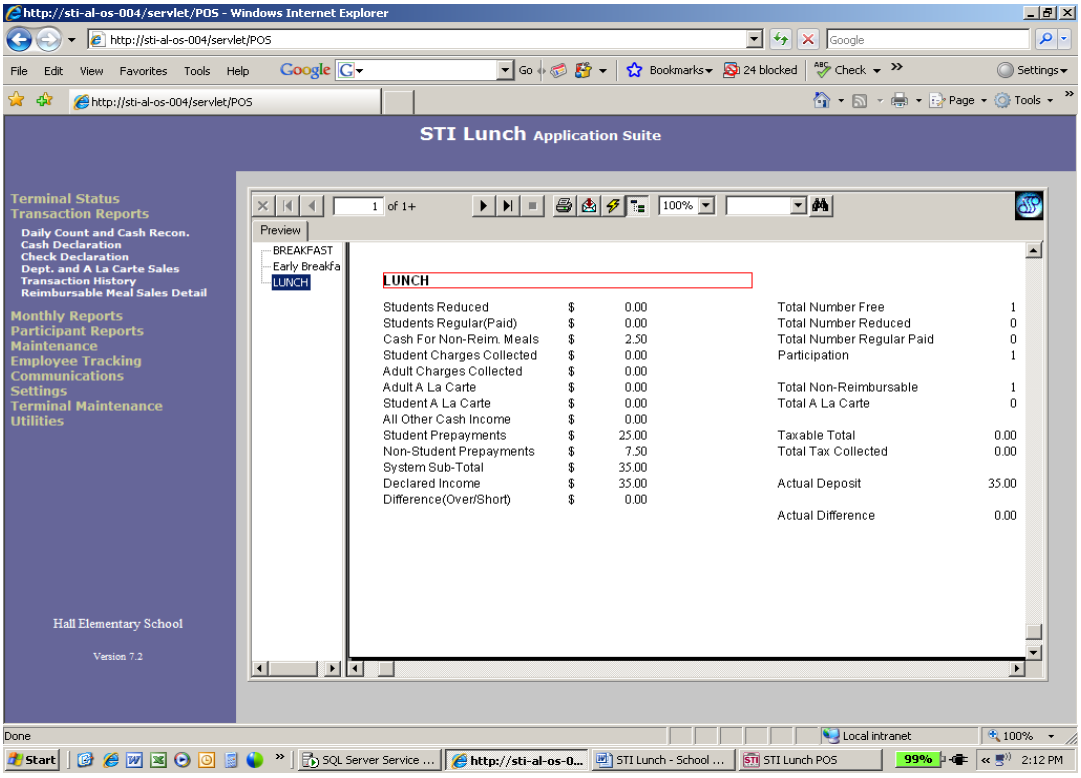
- From the *POS-Back Office* program, select the area called **Transaction Reports**. Then select **Cash Declaration**.



- Various ways to pull this report are:
  - **For Each Cashier for Breakfast**:
    - Make sure *Date* is correct.
    - Fill in *Breakfast for Serving Period*.
    - Leave *Cashier* blank.
    - Click **Submit**.
  - **For All Cashiers Totaled onto ONE Report for Breakfast**:
    - Make sure *Date* is correct.
    - Fill in *Breakfast for Serving Period*.
    - Leave *Cashier* blank.
    - Change *Aggregate* to **TRUE**.
    - Click **Submit**.
- When checking money totals for the serving period, look at the *Cash + Checks – Starting* Cash line of the report. This line should match what you have "in hand" after leaving your starting cash in the cash drawer. If money totals do not match, refer to the section "Edit/Change Declared Cash" on page 29 to change declared cash if changes are needed.



- Next, choose **Daily Count and Cash Reconciliation** to view meal counts and other totals for the serving period.



Note: It is not necessary to print these reports at this time; the reports may be generated at the end of the day.

Before Lunch

- Cashiers should log in to the proper serving period and enter the starting cash. After starting cash has been entered, cashiers must confirm that the proper starting cash was entered. Press **Yes** to confirm, or if applicable press **No**, then press the **Clear** button and re-enter the amount.

During Lunch

- Begin running participants through the line by having them enter their cafeteria numbers into the keypad or by scanning bar codes. If using Pinpads, touch the **Read Left** or **Read Right** button to access the participant on screen. If you are not using Pinpads or scanners, key in the student number and press **Enter**; or press the student Lookup button to find the participant.

Bulk Sales

This method is to be used for processing cafeteria workers' meals, bulk À la carte sales to special accounts, etc.

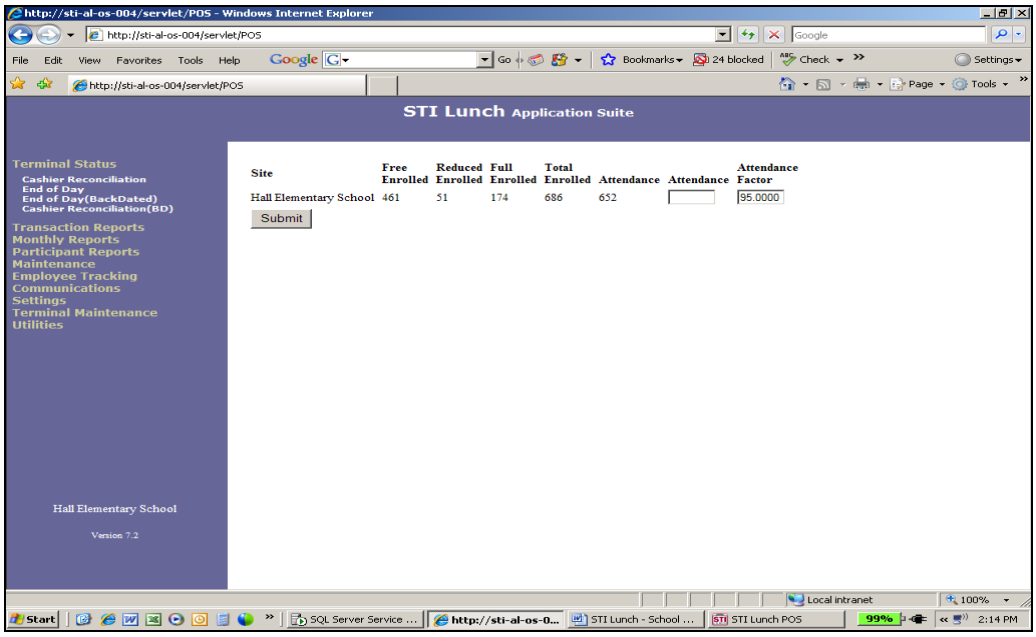
For example, to process meals for eight cafeteria workers, do the following:

- Touch the number of meals you need (**8**).
- Touch the **QTY** key.
- Touch the word **MEAL** on your menu.
- A screen will appear with the participant status numbers. Touch the number that applies to the account (**5** = employee). The screen will return to the *POS* window. There should be no *Amount Due*. Touch **Enter**.

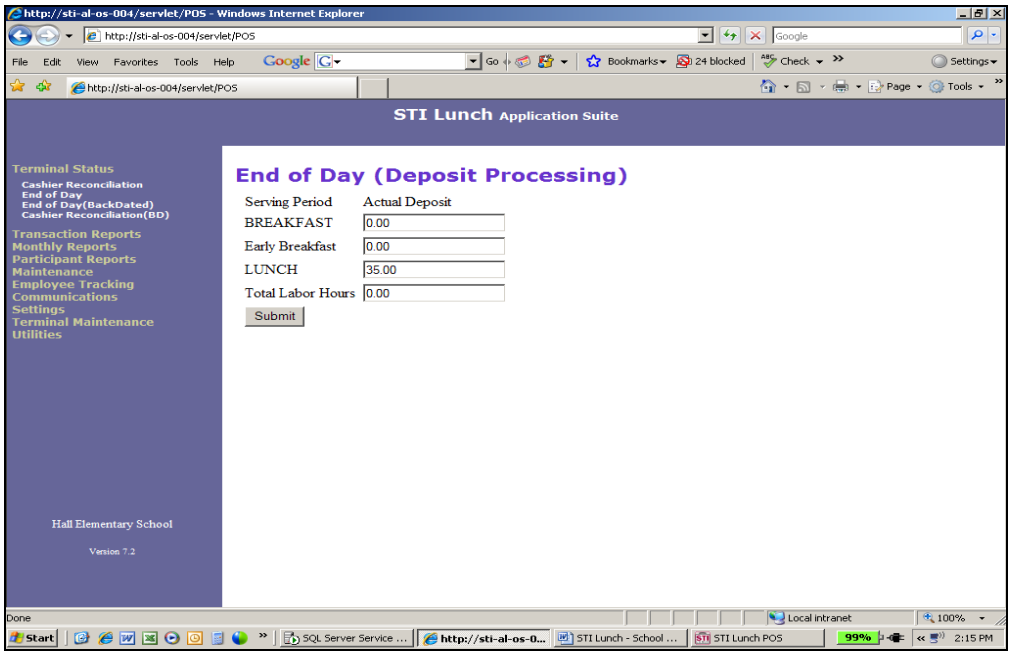
After Lunch

- When finished serving lunch, touch the **Logout** button and answer **Yes** to the question *Do you want to log out?*
- Next, answer **Yes** or **No** accordingly to the question *Do you want to close as well?*
    - If **Yes**, the *Reconciliation* screen will appear.
    - If **No**, you will return to the log in screen. Follow the onscreen directions to enter your cash to declare.
- Once all cash has been entered, touch the **Check Reconciliation** button if any checks were collected.
- To reconcile a check, touch the box to the far right. This will place a checkmark in the box and drop it to the bottom of the list, bringing the next check to the top.
- When finished, select **Check Reconciliation Done**.
- Back in the cash screen, select **Reconciliation Done** if no other cash needs to be reconciled.
- If you accidentally click **Yes** to the question *Do you want to close as well?* and you are not yet ready to count your cash; press the **Escape** key in the reconciliation screen.
- At the back office machine, enter into the *POS-Back Office* program. Click on the area called **Terminal Status**, then click on **Cashier Reconciliation**. This will say **True** (Yes) or **False** (No) if the cashier has closed out his or her serving period.
- From the *POS-Back Office* program, select the area called **Transaction Reports**. Then select **Cash Declaration**.

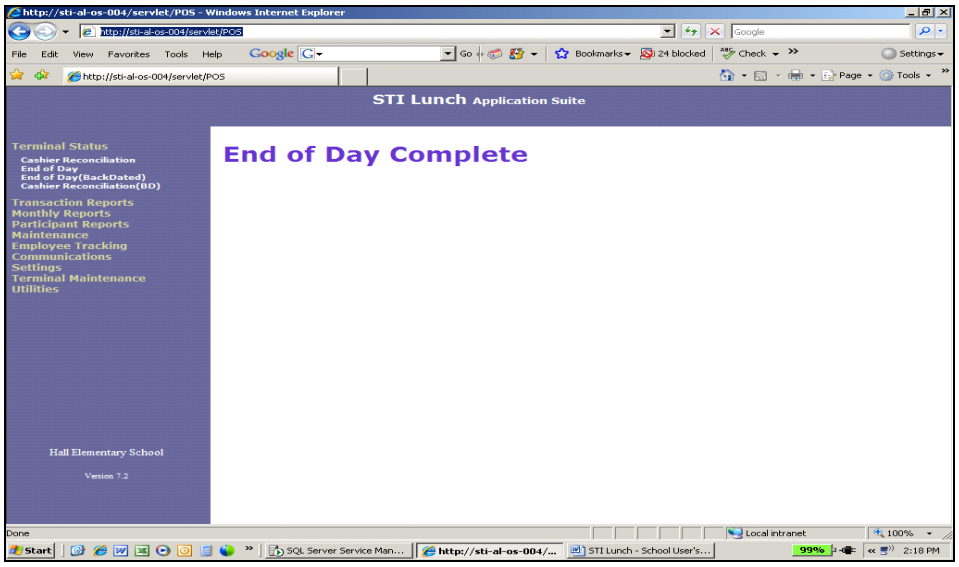
- Various ways to pull this report are:
  - **For Each Cashier for Lunch**:
    - Make sure *Date* is correct.
    - Fill in *Lunch for Serving Period*.
    - Leave *Cashier* blank.
    - Click **Submit**.
  - **For All Cashiers Totaled onto ONE Report for Lunch**:
    - Make sure *Date* is correct.
    - Fill in *Lunch for Serving Period*.
    - Leave *Cashier* blank.
    - Change *Aggregate* to **TRUE**.
    - Click **Submit**.
  - **For All Cashiers Totaled onto ONE Report for All Serving Periods**:
    - Make sure *Date* is correct.
    - Leave *Serving Period* blank.
    - Leave *Cashier* blank.
    - Change *Aggregate* to **TRUE**.
    - Click **Submit**.
- When checking money totals for the serving period, look at the *Cash + Checks – Starting* Cash line of the report. This line should match what you have "in hand" after leaving your starting cash in the cash drawer. If money totals do not match, recount cashiers' money and refer to the section "Edit/Change Declared Cash" on page 29 to change declared cash if changes are needed. Once money totals match, proceed to the next step.
- Click on the **Terminal Status** area and choose **End of Day**. If all cashiers are closed out of their serving periods, click on **Continue**. Enter the *Actual Attendance Number* or the *Attendance Factor* if it needs to be changed (but only fill in one or the other). Then click on **Submit**.



- Enter deposit amount for each serving period and click on **Submit**.



- The *communication screen* is where the program creates a backup of your data and saves it to your computer. Click on **Continue**. A message should appear on screen stating *End of Day Complete*.



- Click on the area called **Transaction Reports** and choose the reports needed. The suggested reports are the *Daily Count and Cash Reconciliation*, *Reimbursable Meal Sales Detail* and *Department and À la carte Sales*. If available, double-click the **End of Day Reports** icon on your desktop.

Note: The *End of Day* report may be run several times a day if needed, but this is not recommended. Example: If adjustments are made to balances after the End of Day report has been run, the user should run the End of Day report again before shutting down.

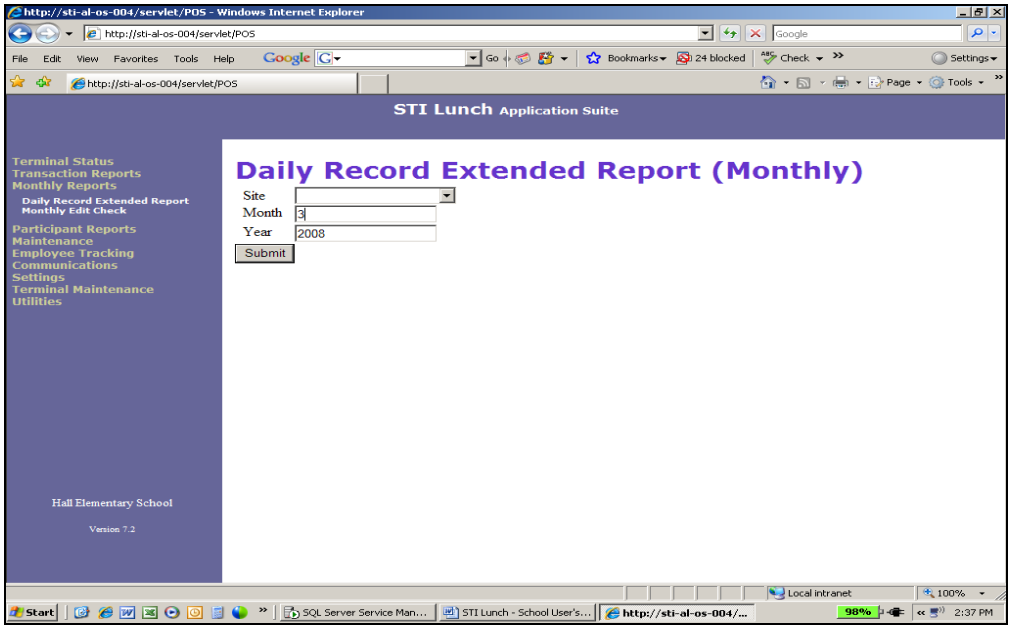
Monthly Reports

Standard Monthly Reports

- From the *POS-Back Office* program, select the area called **Monthly Reports**. Click on the desired report and perform the steps listed below.

Daily Record Extended Report

- Enter the *Site*, *Month* and *Year*. Then click on **Submit**. Use the format shown in the example below.



- o Site: Enter only if a combined site. Select for each site or leave blank for all sites.
- o Month: **3**
- o Year: **2008**

Monthly Edit Check

- Enter the *Site*, *Month* and *Year*. Then click on **Submit**. Use the following format:
  - Site: Enter only if a combined site. Select for each site or leave blank for all sites.
  - Month: **3**
  - Year: **2008**

Non-Standard Monthly Reports

Monthly À la carte Sales Report

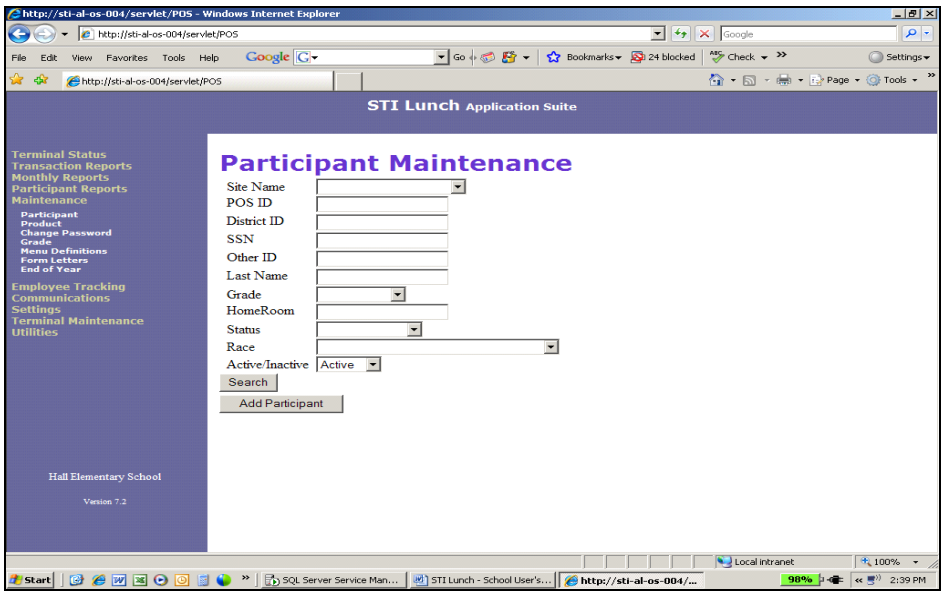
- Select **Transaction Reports**.
- Select **Dept.** and **À la carte Sales**.
- Change the *Start Date* to the first serving day of the month.
- Change the *End Date* to the last serving day of the month.
- Click **Submit**.

Common Tasks

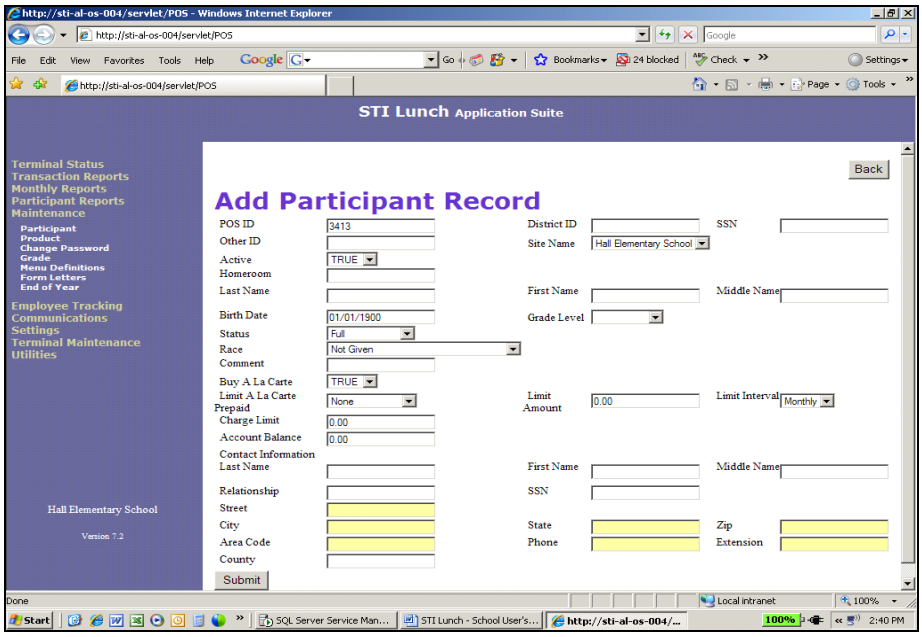
Maintenance

Adding a New Participant - Student

- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Maintenance**.
- Select **Participant**.



- Select **Add Participant**.



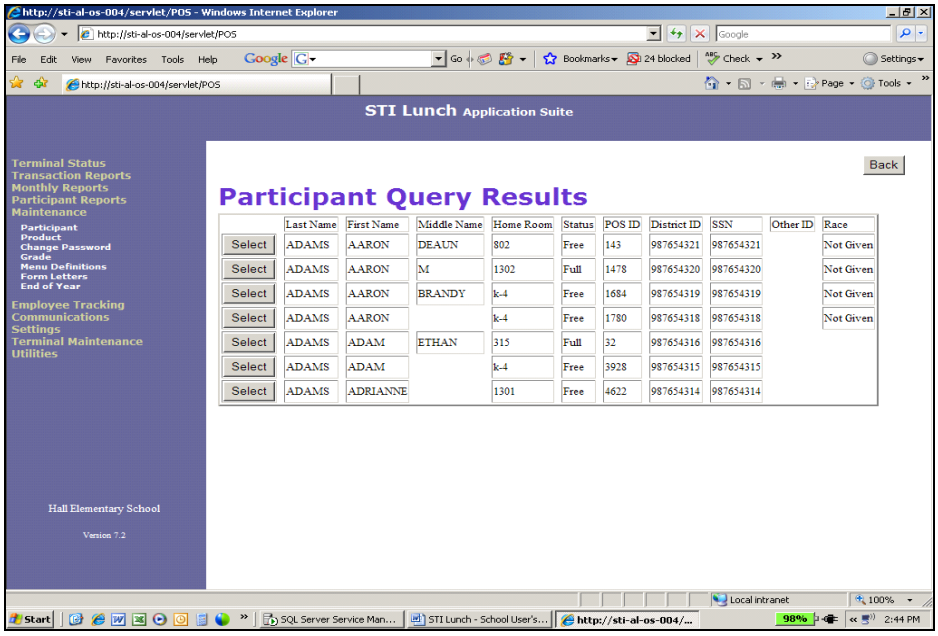
- Fill in the appropriate fields.
- Required fields are *DistrictID*, *POSID*, *Last Name* and First *Name*.
- Click on **Submit**.

Adding a New Participant - Adult

- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Maintenance**.
- Select **Participant**.
- Fill in a *POSID*.
- Fill in a *DistrictID* (*SSN* or their *POSID* + the school abbreviation). For example: A teacher at Bradley High School with a *POSID* of *1222* would have a *DistrictID* of *1222BHS*.
- Fill in the *Last Name*.
- Fill in the *First Name*.
- Type *Adult* in the *Homeroom* field.
- Change the *Status* to **Adult** (click on blue arrow in status box and select **Adult**).
- Type *15* in the *Grade Level* field. You may use another number, but keep all adults in a grade level that is separate from any student grade levels.
- Click **Add**.

Edit/Change a Participant

- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Maintenance**.
- Select **Participant**.
- Enter the data for the participant selection.
- Click **Search**.


http://sti-al-os-004/servlet/POS - Windows Internet Explorer
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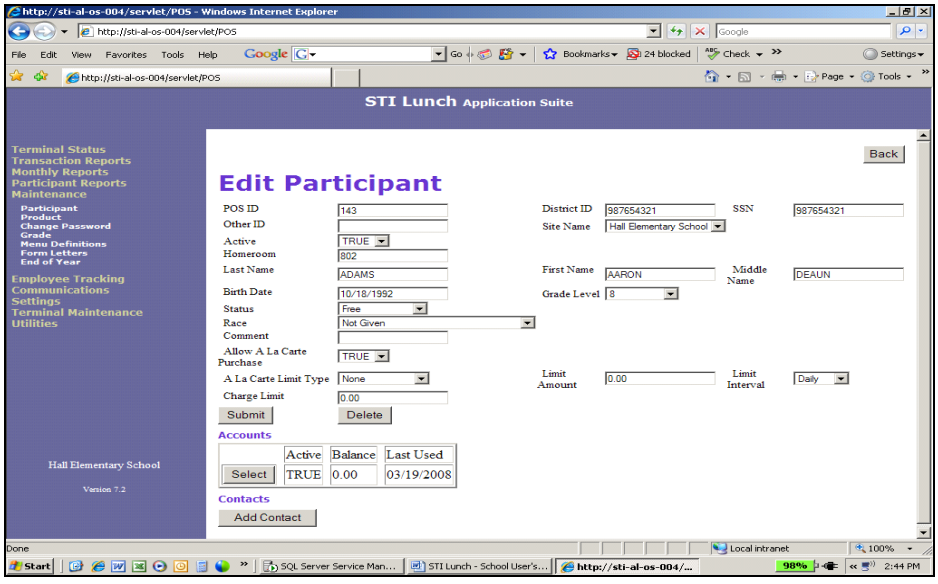
Maintenance
Participant
Product
Change Password
Grade
Menu Definitions
Form Letters
End of Year
Employee Tracking
Communications
Settings
Terminal Maintenance
Utilities
Hall Elementary School
Version 7.2
Back
Participant Query Results
Select | Last Name | First Name | Middle Name | Home Room | Status | POS ID | District ID | SSN | Other ID | Race
Select | ADAMS | AARON | DEAUN | 802 | Free | 143 | 987654321 | 987654321 | | Not Given
Select | ADAMS | AARON | M | 1302 | Full | 1478 | 987654320 | 987654320 | | Not Given
Select | ADAMS | AARON | BRANDY | k-4 | Free | 1684 | 987654319 | 987654319 | | Not Given
Select | ADAMS | AARON | | k-4 | Free | 1780 | 987654318 | 987654318 | | Not Given
Select | ADAMS | ADAM | ETHAN | 315 | Full | 32 | 987654316 | 987654316 | |
Select | ADAMS | ADAM | | k-4 | Free | 3928 | 987654315 | 987654315 | |
Select | ADAMS | ADRIANNE | | 1301 | Free | 4622 | 987654314 | 987654314 | |

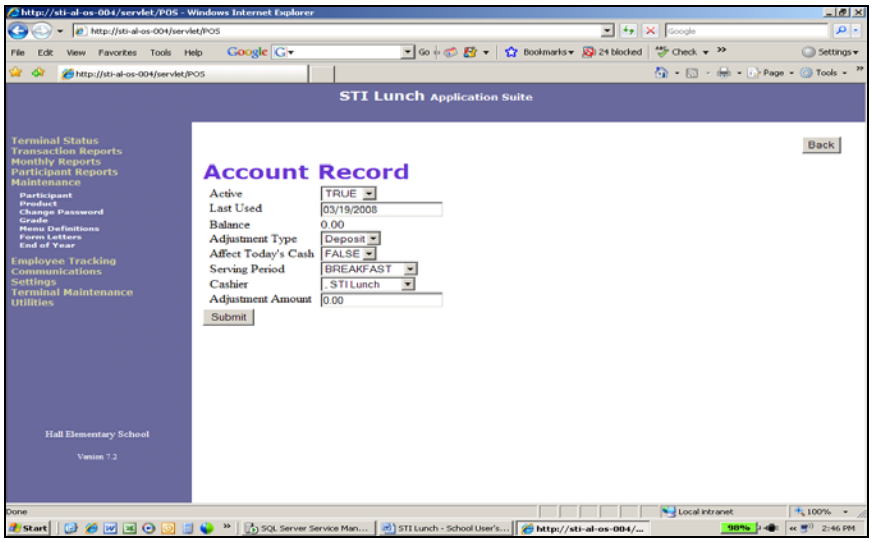
- Click the **Select** button beside the desired participant in the results screen.



- Make the necessary changes.
- Click **Submit**.

Edit/Change a Participant Account

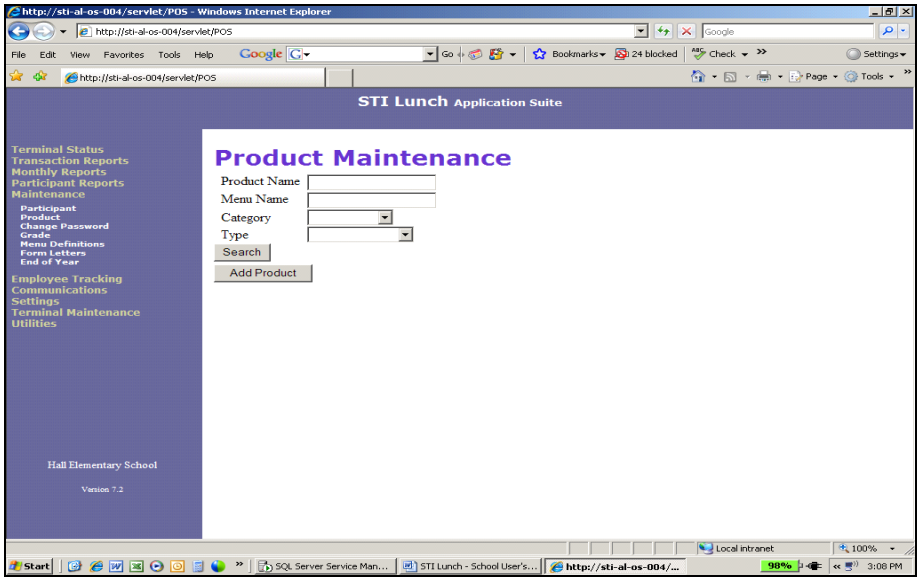
- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Maintenance**.
- Select **Participant**.
- Enter the data for the participant selection.
- Click **Search**.
- Click the **Select** button beside the participant in the results screen.
- In the *Accounts* box, click on **Select**.
- The *Account Record* screen will appear.



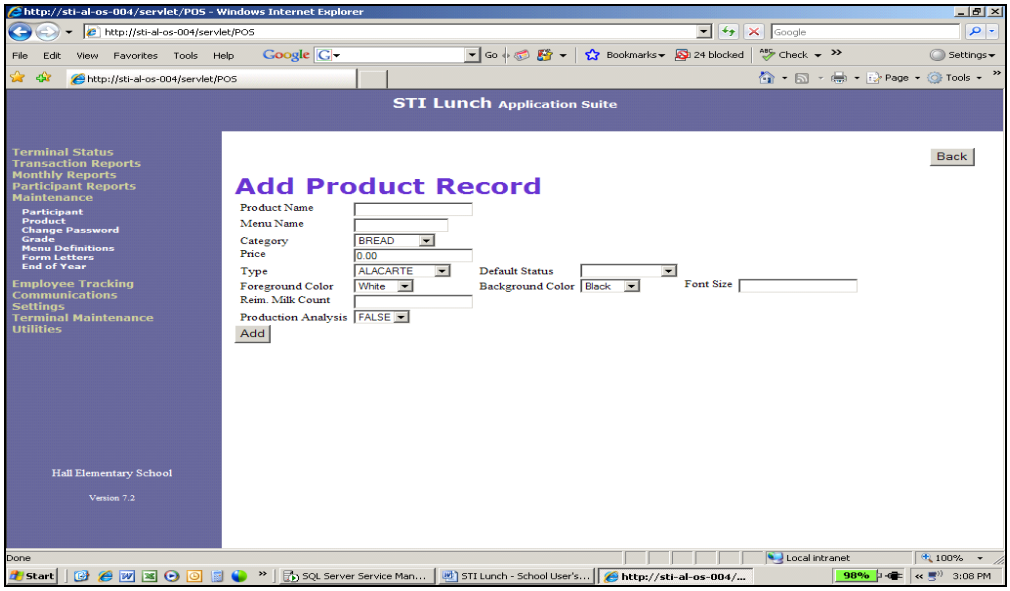
- Fill in the appropriate fields, including:
  - Adjustment Type: **Deposit** or **Refund**
  - Affect Today's Cash: **True** or **False**
  - Serving Period: **Breakfast** or **Lunch**
  - Cashier: Select appropriate value.
  - Adjustment Amount: Amount entered here will add to or take from the balance.

Add a New Product

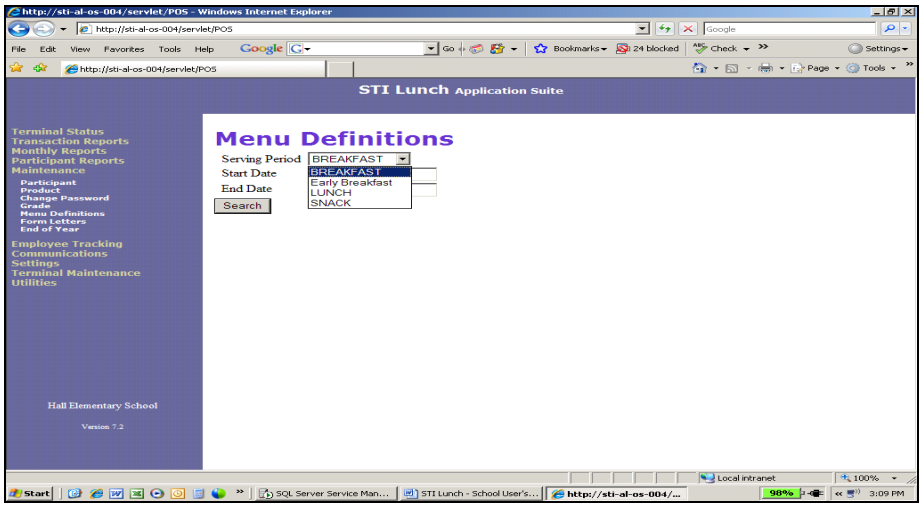
- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Maintenance**.
- Select **Product**.
- Select **Add Product**.



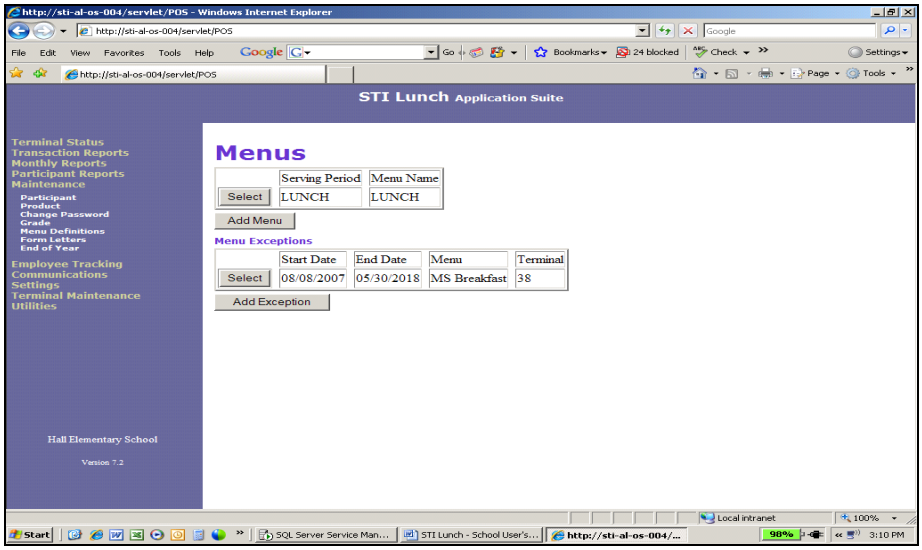
- Fill in the appropriate fields, including *Name*, *Category* and *Price*.
- Choose a *Background Color* (this is the color of the key on the screen).
- Choose a *Foreground Color* (color of the text on the key).



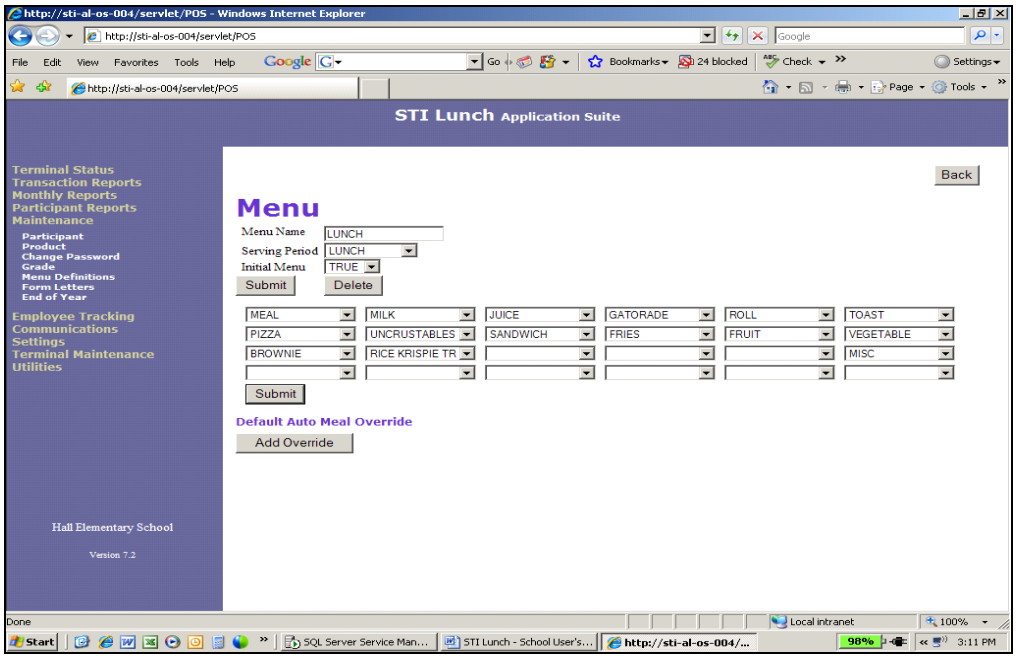
- Click on **Add**. The screen will change.
- Click **Submit**.
- On the left side of the screen, click **Menu Definitions**.
- In the *Serving Period* box, click the drop-down arrow and select the serving period into which the new product is to be added.



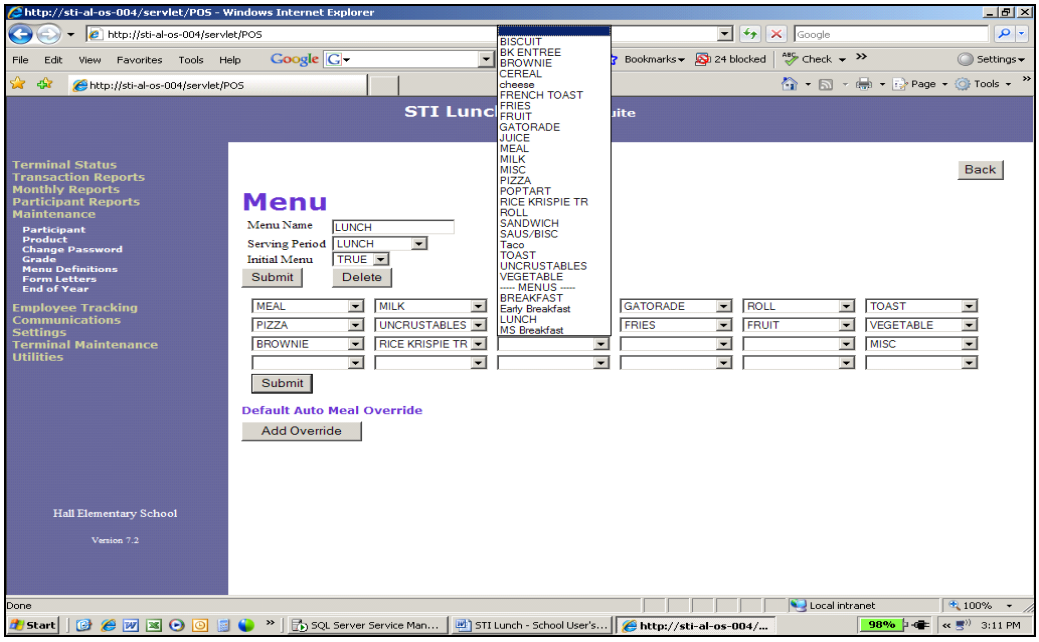
- Click **Search**.



- Click the **Select** button next to the menu that is to be added to.



- Find an empty spot on the menu then click the drop-down arrow to select the name of the new product.

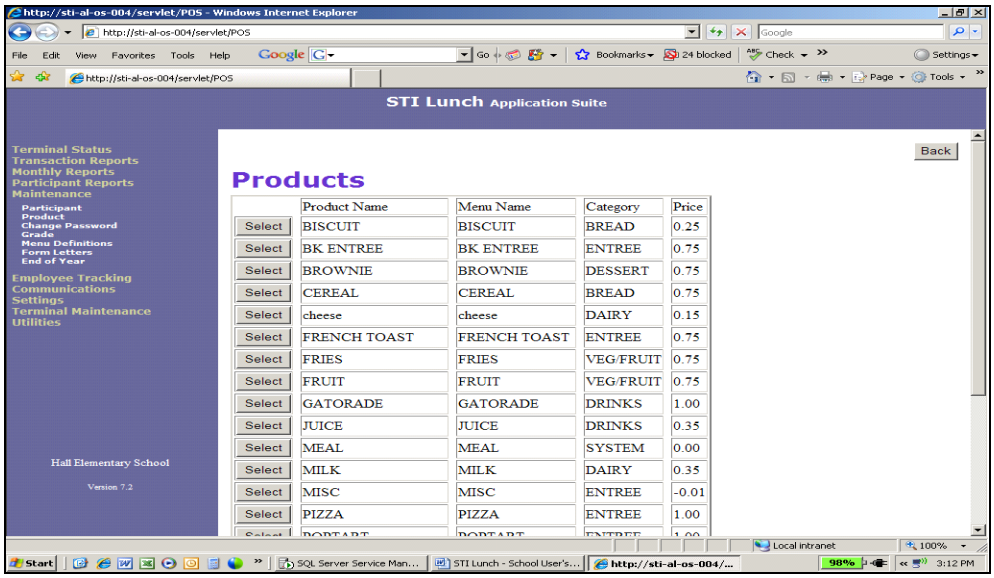


- Click on the **Submit** button under the menu items.

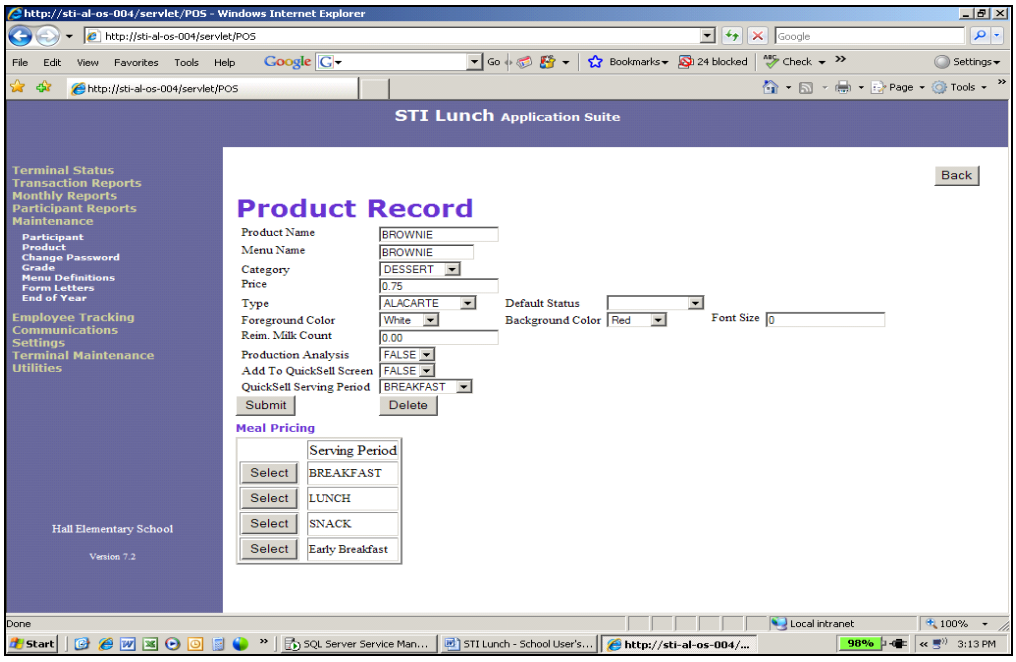
Edit/Change a Product

- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.

- Select **Maintenance**.
- Select **Product**.
- Enter the data for the product selection.
- Click **Search**.



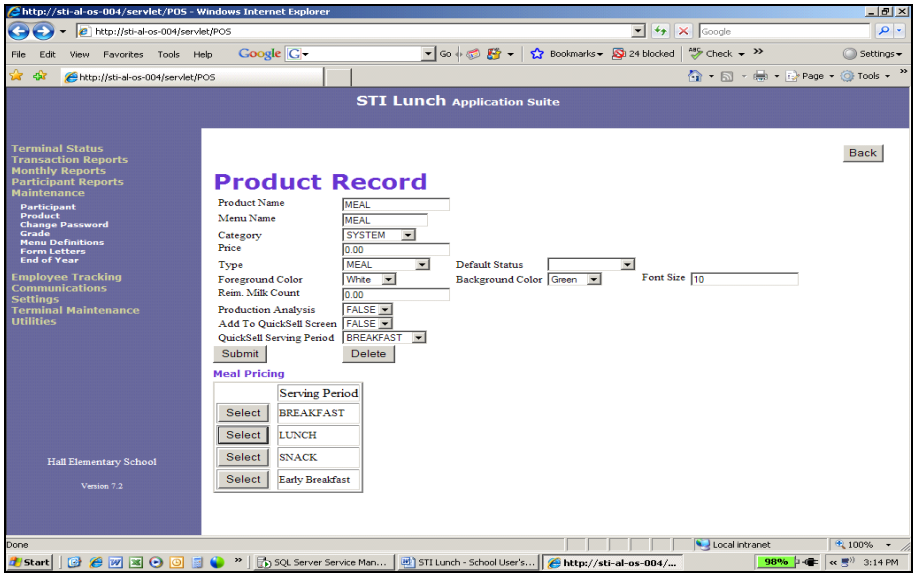
- Click the **Select** button next to the product in the results screen.



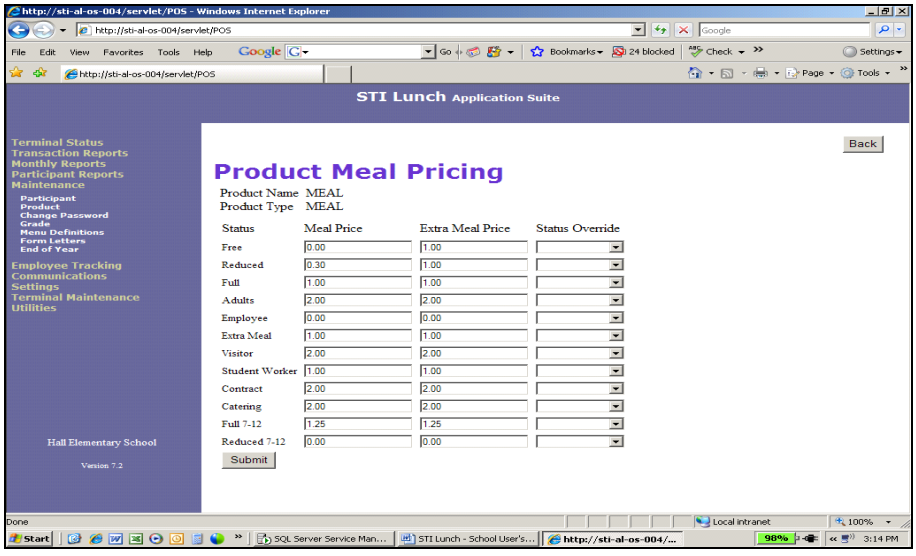
- Make changes.
- Click **Submit**.

Edit/Change Meal Prices

- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Maintenance**.
- Select **Product**.
- Click on **Search**.
- Select the **Meal** product.



- Select **Breakfast**.

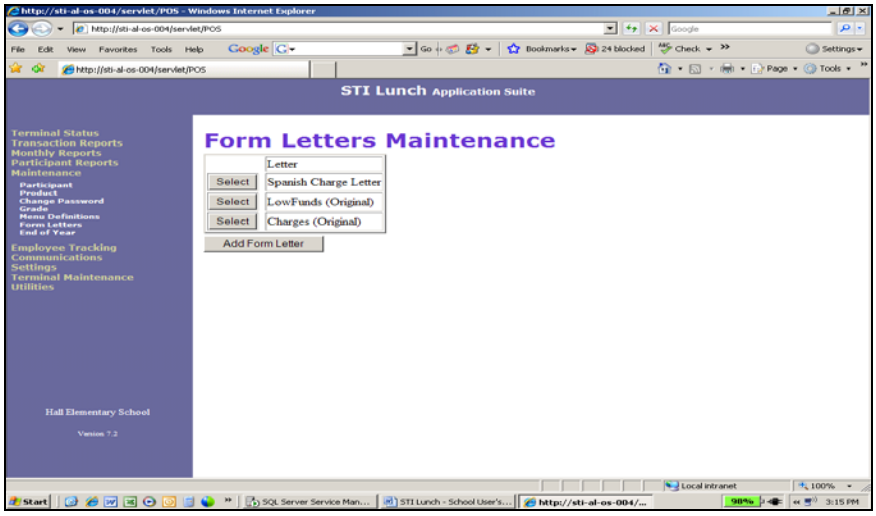


- Change prices according to status.
- Click **Submit**.

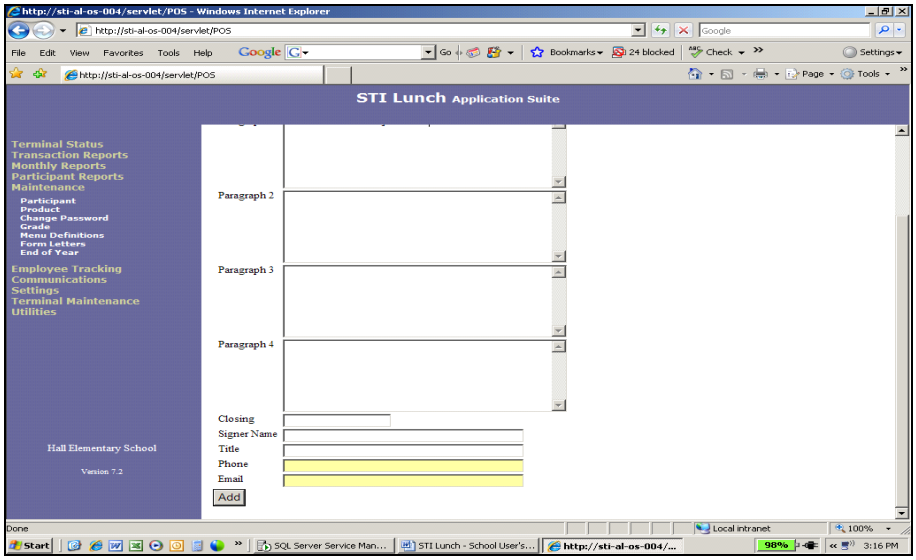
- Select **Lunch**.
- Change prices according to status.
- Click **Submit**.

Add a Form Letter

- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Maintenance**.
- Select **Form Letters**.
- Select **Add Form Letter**.



- Create new letter.



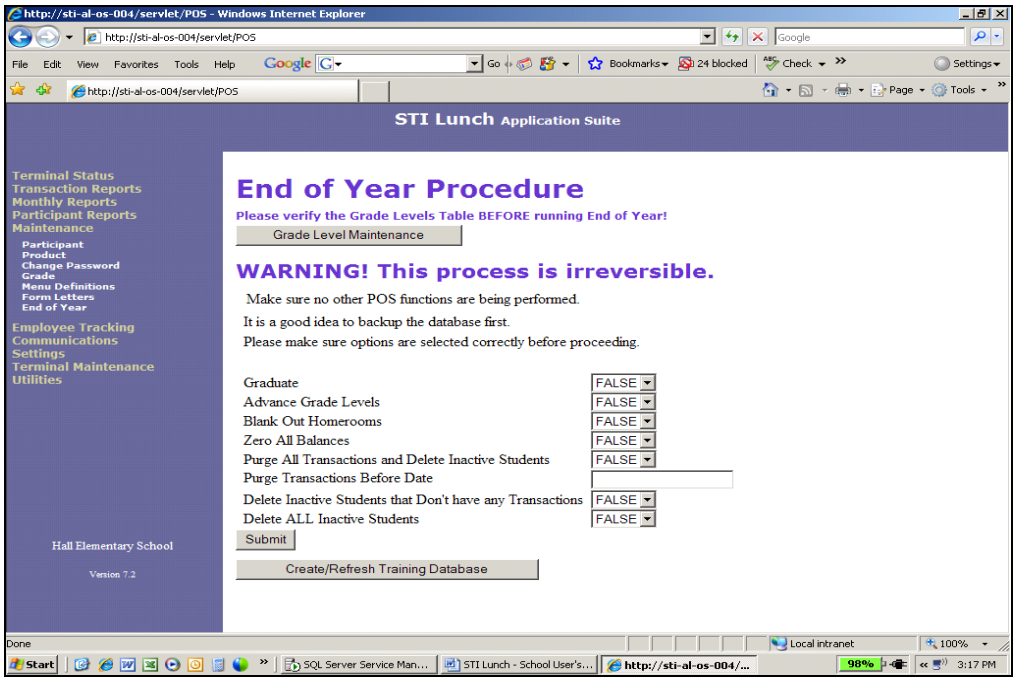
- Click on **Add**.

Edit/Change a Form Letter

- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Maintenance**.
- Select **Form Letters**.
- Select an existing letter.
- Make changes.
- Click **Submit**.

Create or Refresh the Training Database

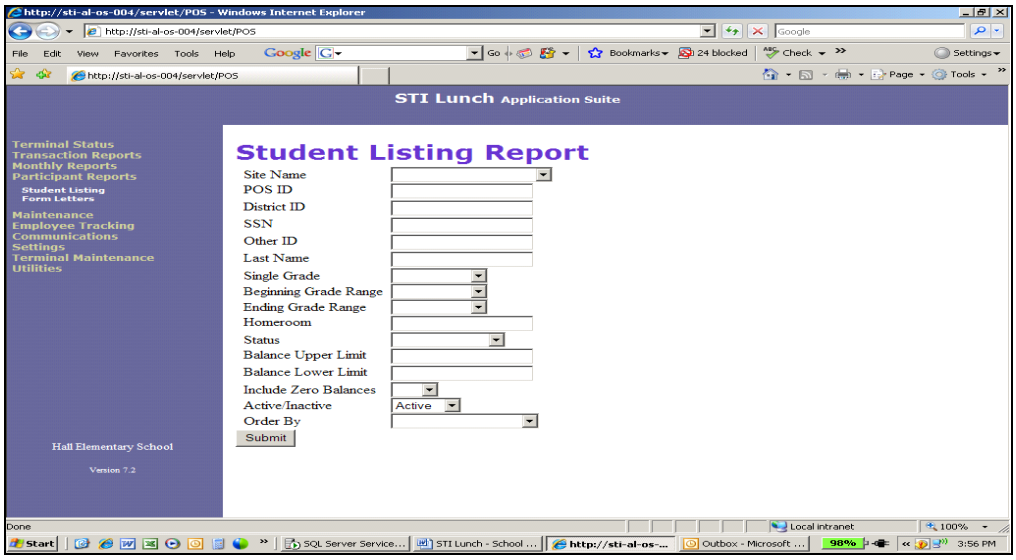
- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Maintenance**.
- Select **End of Year**.
- Click the large button at the bottom of the screen marked **Create/Refresh Training Database**.



- The message *Training Database Creation Completed* will appear when the process has completed.

Participant Reports

Student Listings



- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Participant Reports**.
- Select **Student Listing**.
- Enter the data for the participant selection.
- Click **Submit**.

Balance Report - All

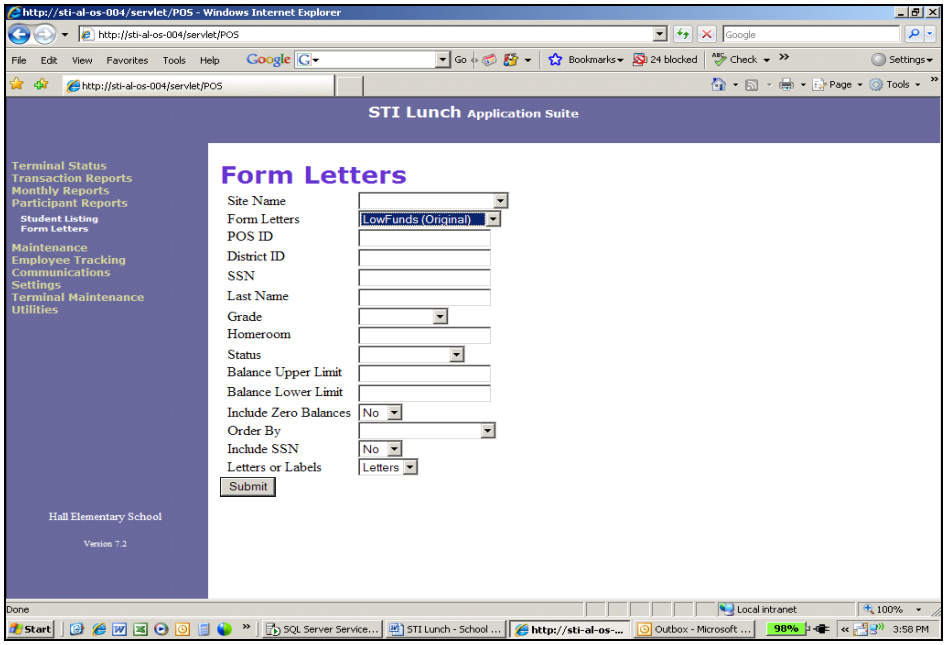
- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Participant Reports**.
- Select **Student Listing**.
- Change the *Order By* box to **Balance Ascending**.
- Click **Submit**.

Balance Report - Negative Only

- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Participant Reports**.
- Select **Student Listing**.

- Type *-.01* in the *Balance Upper Limit* box.
- Change the *Order By* box to **Balance Ascending**.
- Click **Submit**.

Printing Charge Letters

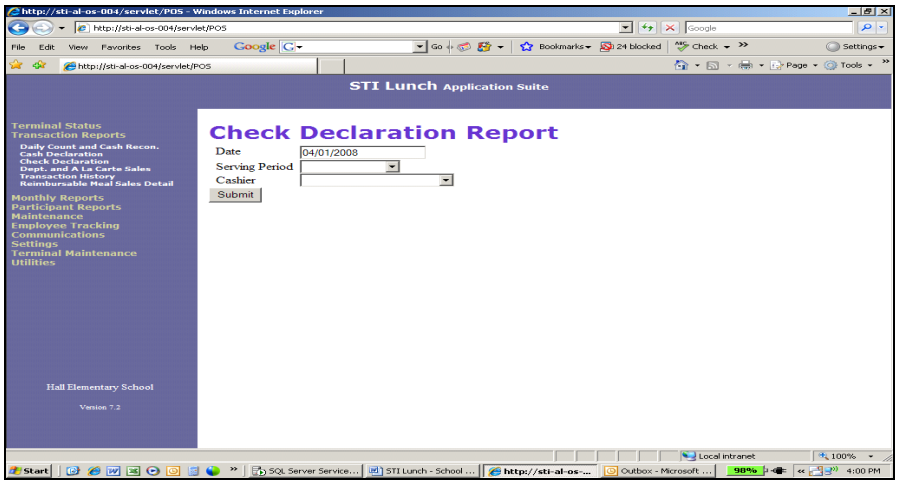


- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Participant Reports**.
- Select **Form Letters**.
- Select the charge *Form Letter* to print.
- Click in the *Balance Upper Limit* field and enter *-.01*.
- Click **Submit**.
- Click **Print**

Transaction Reports

Check Listing

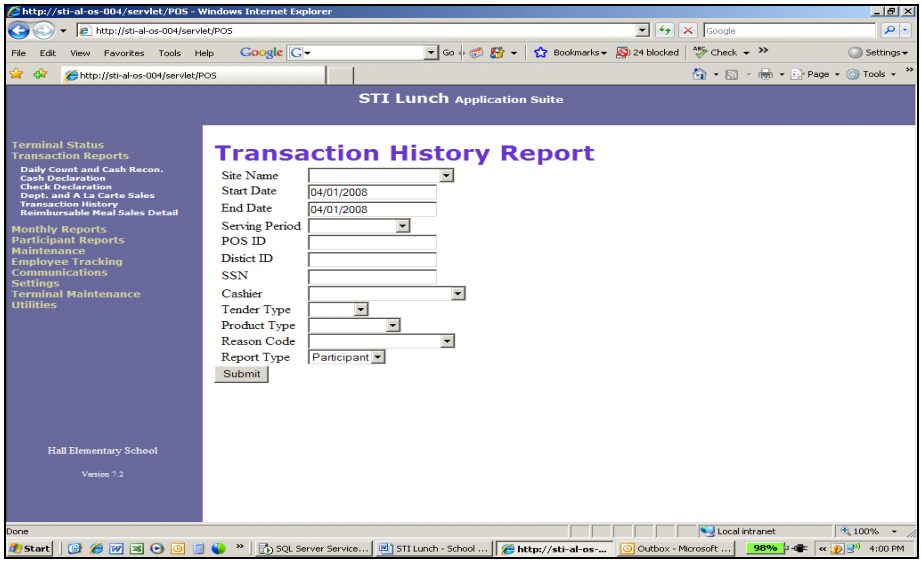
- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Transaction Reports**.
- Select **Check Declaration**.



- Enter the data to narrow the search; i.e., *Date*, *Serving Period* or *Cashier*. (If you want the report for the entire day only change to the date.)
- Click **Submit**.

Deposit Listing

- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Transaction Reports**.
- Select **Transaction History**.



- Enter the data to narrow the search. i.e. *Date*, *Serving Period* or *Cashier*. (Change the *Start Date* and *End Date* to get a date range, or make both dates the same for one day's deposits).
- Change the *Product Type* to **Deposits**.

- Click **Submit**.

Charge Listing

- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Transaction Reports**.
- Select **Transaction History**.
- Enter the data to narrow the search. i.e. *Date*, *Serving Period* or *Cashier*. (Change the *Start Date* and *End Date* to get a date range, or make both dates the same for one day's deposits).
- Change the *Tender Type* to **Charges**.
- Click **Submit**.

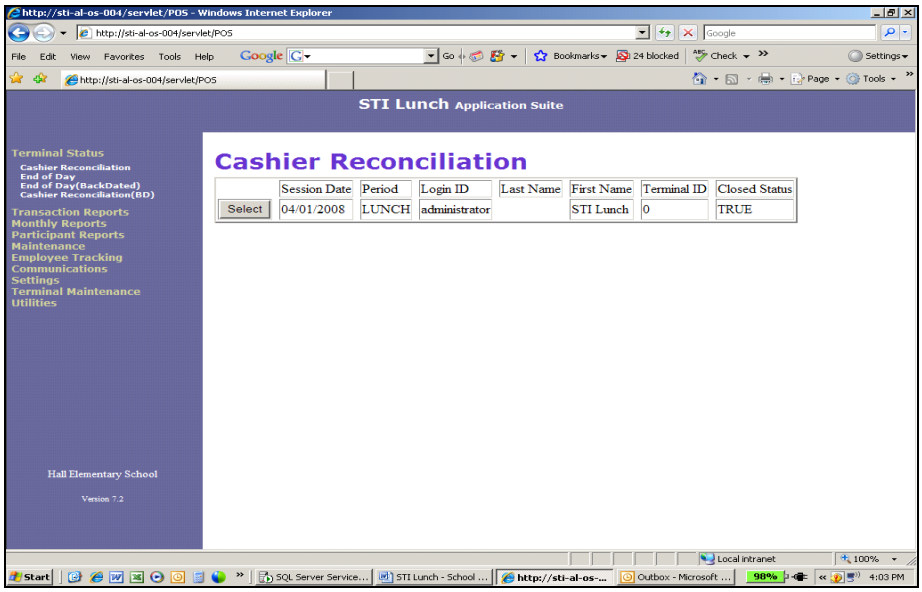
Transaction History

- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Transaction Reports**.
- Select **Transaction History**.
- Enter the data for the *Transaction Summary Report*, including *Start Date*, *End Date* and *POS ID*.
- Click **Submit**.

Terminal Status

Edit/Change Declared Cash

- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Terminal Status**.
- Select **Cashier Reconciliation**.



- Select the *Cashier*.
- Make changes.
- Click **Submit**.

Creating a Backup Manually

- Open the *POS BackOffice* program.
- Log in with *User ID* and *Password*.
- Select **Terminal Status**.
- Select **End of Day**.
- Select **Continue** on the *End of Day (Current Cashier Status)* screen
- Select **Submit** on the *Enrollment/Attendance* screen.
- Select **Submit** on the *End of Day (Deposit Processing)* screen.
- Select **Continue** on the *End of Day (Communication)* screen.
- When the procedure has finished, the *End of Day Complete* message will appear.

Note: The backup will be created on the drive designated under **Setting | Global Settings | Backup Drive**. The backup file will be called either *POS.BAK* or *POS* [the day of the week].*BAK*

- To save the backup, right-click the file and left-click on **Rename**. Type in a unique name. Be sure to leave the file extension of *.BAK* on the file.

POS Procedures

Login to POS Terminal

Login

The first screen you will see with the *POS Terminal* program is the *Login* screen. This screen helps identify who is running the Terminal and which serving period has been selected.

- Touch the box next to *Cashier*.
- Touch the cashier's name to select it. Use the *Training Cashier* only when training.
- Enter your numeric *Password* using the onscreen number pad
- Touch the box next to *Serving Period* and select the correct period.
- Touch *Login*.
- Enter the starting cash using the following format: $25 would be *2500*.
- Touch **Enter**.
- Touch **Yes** to confirm or **No** to clear the starting cash and re-enter an amount

Login to Training Mode

The *training mode* is provided to allow users to log in and train with up-to-date information.

- Open the *POS BackOffice* program.

- Log in with *User ID* and *Password*.
- Select **Maintenance**.
- Select **Cashier**.
- Select **Add Cashier**.
- Fill in the appropriate fields, including *Login ID, Password, Training Mode-TRUE, Active-POS*.
- Click on **Add**.
- Select **Terminal Status**.
- Select **End of Year**.
- Select **Create\Refresh Training Database**.
- Log into the *STILunch POS Terminal* program as the *Training* Cashier.
- A message will appearing stating *Training Mode: Sales Information will not be recorded*.

Transactions

Opening a New Transaction

Read Right/Left

The *Read R* or *Read L* function is used to retrieve ID numbers buffered into a device placed on either the right or left side of the terminal.

- Student(s) enters their *POSID*'s into the buffered device.
- The cashier touches either **Read R** or **Read L**.
  - **Read R** retrieves the number from the device on the right side.
  - **Read L** retrieves the number from the device on the left side.

Scanner

Scanners (*Barcode, Magnetic, RFID, Smart Card* or *Biometric*) are used to scan information directly to the screen.

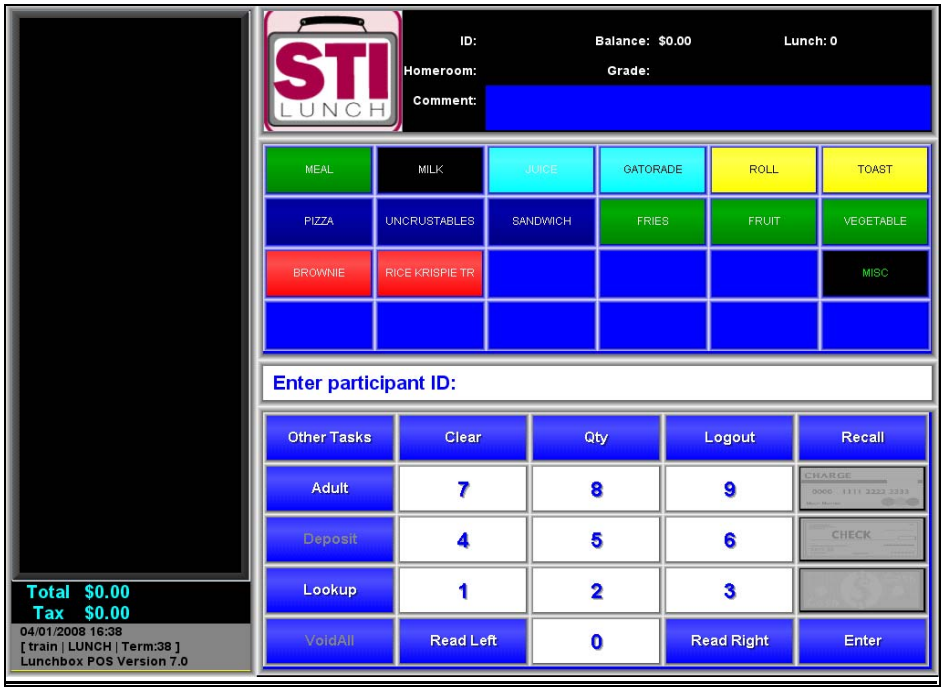
- Student(s) have ID scanned (card/finger).
- This scan will automatically retrieve the participants' information.

Keyboard (On-Screen)

- On the on-screen number pad, type in the student's *POSID*.
- Touch **Enter**.

Lookup

Use the **Lookup** feature to find a participant by name if the *POSID* is unknown. Procedures are listed below the following screenshot.



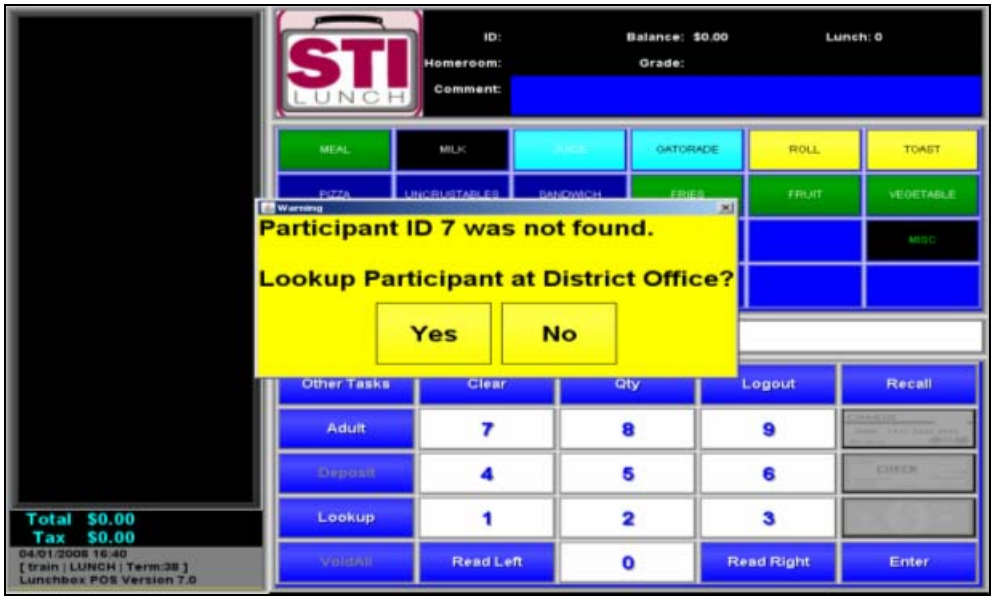
- Touch **Lookup**
- Type in the first three letters of the last name. The user may also use the arrows or bar to search manually through the names.
- Touch the correct name. It will then appear highlighted onscreen.
- Touch **Enter**

District Lookup

District Lookup is used to process transactions for participants who are in the same district but are not enrolled in the school at which they are being served.

- On the onscreen number pad, type in the *DistrictID* of the participant.
- A window will appear stating *Participant ID was not found. Lookup Participant at District Office?"*

- Touch the **Yes** button.



- Another popup window will appear, stating *[Student Name] exists at [other School Name] Account Balance…… Do you want to start a transaction?"*
- If the name is correct, touch the **Yes** button to start the transaction.

Tendering

Tendering is the process performed after the user has added all necessary information to the transaction and is ready to take payment.

Cash

- Exact Amount: Touch **Cash** – the transaction is complete.
- More than Due: Type in the amount given. Touch **Cash** and return the change amount displayed in the lower right corner.

Check

- Exact Amount: Type in the amount of the check. Touch **Check** and enter the check number. Touch **Enter**.
- More than Due: Type in the amount of the check. Touch **Check** and enter the check number. Touch Enter and return the change amount displayed in the lower right corner.

Charge

If a participant is in the system and does not have money to pay, press the **Charge** button to place a charge against the account.

Prepaid

When a participant has prepaid money into the account, the amount of money due will first be deducted from the account. The system will then display any money due, if applicable.

- No Money Due: Touch **Enter** to complete the transaction.
- Money Due: Tender as either *Cash*, *Check* or *Charge*, depending on the payment method.

Meal Processing

Regular Participants - With Account

For participants who already exist in the STILunch system:

- Open a new transaction for the participant.
- A meal will be placed on the transaction automatically.
- Add À la carte items if needed.
- Look for a *Due* amount at the bottom of the transaction journal.
- If there is no *Due* amount, touch **Enter** to complete the transaction.

  OR
- If there is a *Due* amount, take payment or touch **Charge** to charge the amount (if allowed) or take cash, as applicable.

Adults – Without Account

This category would include anyone who works for the District other than the cafeteria staff.

- Touch the **Adult** button.
- Touch **Meal**.
- Add À la carte items if needed
- Tender appropriately. (See “Tendering” on page 34).

Employees

This category would include cafeteria staff (free meals).

- Enter the number of meals for which you need to account.
- Touch the **Qty** button.
- Touch the **Meal** button.
- Touch the number **5** (black screen).
- Touch the **Enter** button.

Visitors

This category would include anyone who has no employment or enrollment with the school. Examples include parents, guardians, visiting students from outside the district, etc.

- Touch the **Meal** button.
- Touch the number **7** (black screen).
- Touch the **Enter** button.
- Add À la carte items if needed.
- Tender appropriately (See “Tendering” on page 34).

À la Carte Processing

Students

- Open a new transaction for the participant – OPTIONAL: depending on district policy and whether or not the participant wishes to use money from an account to pay for the À la carte items.
- Touch the applicable À la carte buttons to add them to the transaction.
- Tender appropriately (See “Tendering” on page 34).

Adults with Accounts

- Open a new transaction for the participant – OPTIONAL: depending on district policy and whether or not the participant wishes to use money from an account to pay for the À la carte items.
- Touch the applicable À la carte buttons to add them to the transaction.

- Tender appropriately (See “Tendering” on page 34).

Adults without Accounts

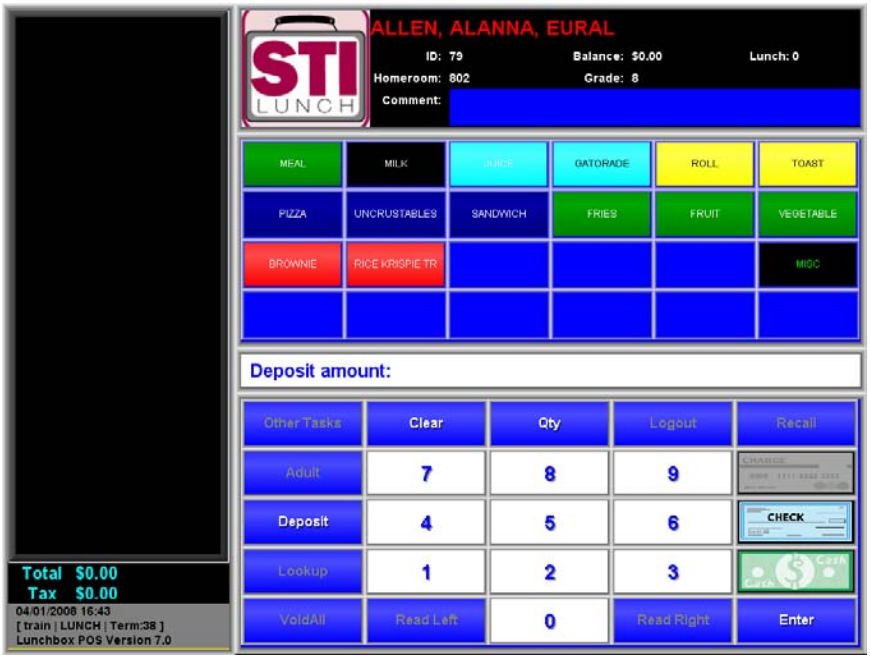
- Touch the **Adult** button.
- Touch the applicable À la carte buttons to add them to the transaction.
- Tender appropriately (See “Tendering” on page 34).

MISC (Special Price)

Use the **MISC** button if you have a product or À la carte item for which you have no button.

- Open a new transaction for the participant.
- Touch the **MISC** button.
- Using the onscreen number pad to type in the special price to charge for the item.
- Tender appropriately (See “Tendering” on page 34).

Deposit Processing



Cash

This option is used when participants wish to add money to their accounts in the form of cash.

- Open a new transaction for the participant.
- Remove the meal if necessary.
- Touch **Deposit**.
- Using the onscreen number pad, type in the amount.

- Touch **Cash**.
- Touch **Enter** to complete the transaction.

Check

- Open a new transaction for the participant.
- Remove the meal if necessary.
- Touch **Deposit**.
- Using the onscreen number pad, type in the amount.
- Touch **Check**.
- Using the onscreen number pad, type in the check number.
- Touch **Enter** to apply the check number.
- Touch **Enter** to complete the transaction.

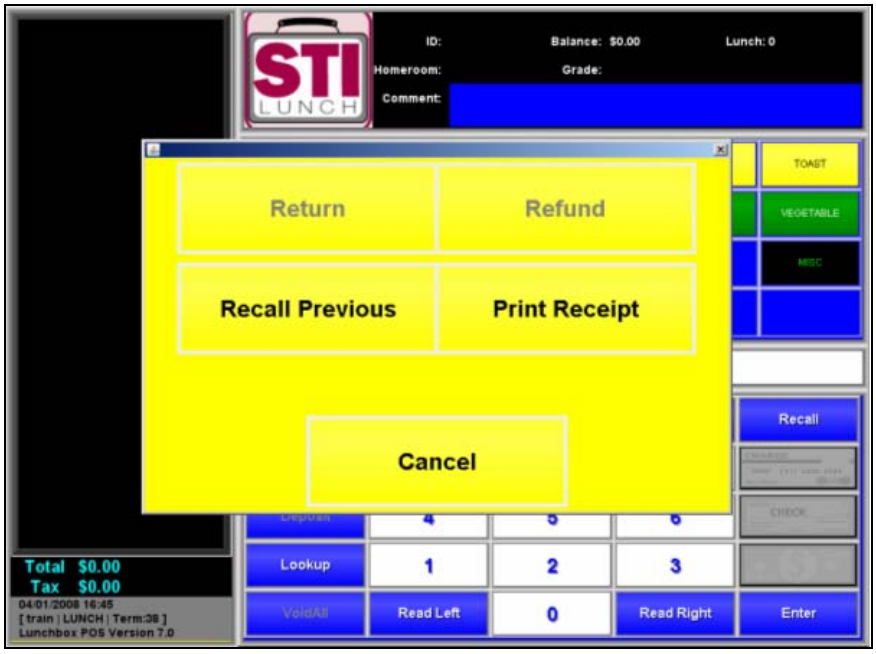
Account Deposit Split between Participants

- Deposit half of the deposit into the first participant's account.
- Remove the meal if necessary.
- Look up the other participant.
- Deposit the other half of the deposit amount.

Note: If a check is to be split, use the same check number for both participants.

Refunds

Refunds are used when students leave the school district and still have money in their accounts.



- Look up the student. For our example, the student has $15.00 in her account.
- Remove the meal.
- Touch **Other T** (for *Other Tasks*).
- Touch **Refund**.
- Using the onscreen number pad, type in the refund amount (*1500* to indicate $15).
- Touch **Cash**.
- The journal will display *Cash Refund ($15.00)*.
- Touch **Cash**.
- The screen will display *Change $15.00*.
- Give the money to the student.

Returns

Returns would be used when a student has brought back an item he does not want or was accidentally charged for an item he did not actually want.

- Touch **Other T** (*Other Tasks*).
- Touch **Return**.
- The *Communication Bar* will ask you to *Select item to Return*.
- Touch the item(s) to return.
- The item(s) and their prices will appear in the journal. The price will be in parenthesis to denote a return of cash to the person.
- Touch **Enter**.
- Give the money to the student or deposit it back into the student's account, as applicable.

Recalling Transactions

----------WARNING----------

IF YOU DO NOT KNOW HOW A TRANSACTION WAS TENDERED, DO NOT RECALL IT. YOU WILL BE REQUIRED TO TENDER THE TRANSACTION AGAIN. IF YOU DO NOT KNOW HOW IT WAS ORIGINALLY TENDERED, YOU COULD ADVERSELY EFFECT YOUR RECONCILITION.

Recalling Most Recent Transaction

This procedure will only work if you have not started another step after the transaction.

- Touch **Recall**.
- Edit the transaction as needed.

Voiding a Previous Transaction

- Touch **Other T** (*Other Tasks*).
- Touch **Recall Previous**.
- The *Communication Bar* will then ask you to *Enter a POSID or press Lookup to Search*.
- Enter a *POSID* or use the **Lookup** to find the student you need.
- If the student only has one transaction, it will be loaded to the screen.
- If the student has more than one transaction, touch each transaction to highlight it and touch **Select** to load it.
- Touch **Void All**.
- Touch **Clear**.
- Return cash/check if paid for by cash/check, or deposit the amount, as applicable.

Editing a Previous Transaction:

- Touch **Other T** (*Other Tasks*).
- Touch **Recall Previous**.
- The *Communication Bar* will then ask you to *Enter a POSID or press Lookup to Search*.
- Enter a *POSID* or use the **Lookup** to find the student you need.
- If the student only has one transaction, it will be loaded to the screen.
- If the student has more than one transaction, touch each transaction to highlight it and touch **Select** to load it.
- Adjust the transaction as needed.
- Tender appropriately (See "Tendering" on page 34).

Note: For security, make sure you only change transactions from the current serving period and the same cashier.

Split Transactions

Split Payment - Cash and Charge

This transaction would be used if a participant does not have enough money to pay for a purchase and would like to charge the remainder (only if charging is allowed).

- Proceed with the transaction to the point of tendering payment.
- Using the onscreen number pad, type in the amount that the participant can pay.
- Touch **Cash**.
- Touch **Charge** to apply a charge to the account for the remainder of the total.

Split Payment - Pre-Pay and Cash

This transaction would be used if a participant does not have enough money in his or her account to pay for a purchase and would like to pay the remainder with cash.

- Proceed with the transaction to the point of tendering payment.
- The pre-paid money will be drawn from the account automatically.
- Using the onscreen number pad, type in the remaining amount the participant wishes to pay in cash.
- Touch **Cash**.

Split Payment - Pre-Pay and Charge

This transaction would be used if a participant does not have enough money in his or her account to pay for a purchase and would like to charge the remainder (only where charging is allowed).

- Proceed with the transaction to the point of tendering payment.
- The pre-paid money will be drawn from the account automatically.
- Touch **Charge** to apply a charge to the account for the remainder of the total.

Finishing/Closing Out

Cashier Reconciliation

This procedure is performed to close out for your cashier name for the current serving period, after all transactions have been processed.

- Touch **Logout**.
- Touch **Yes** when the *Are you sure you want to log off?* prompt appears.
- Touch **Yes** when the *Do you want to close as well?* prompt appears.
- Using the onscreen number pad, type the number of coins/bills.
- Touch the appropriate denomination button.
  - Example: If you have 10 quarters, type *10* and then touch **Quarters**.
- Repeat for each denomination coin/bills.
- If you have taken checks, touch **Checks Need To Be Reconciled**.
- If the **Checks Need To Be Reconciled** option is inactive (grayed out), you have not recorded any check. Skip the step below.
- Touch the box under *Reconciled* to place a checkmark that denotes that you have verified the amount and the check number. The checks that you mark as reconciled will be moved to the bottom of the list.
- If you have a check that needs to be edited (such as the *Amount* or *Check Number*), go to the section "Check Reconciliation Edit" on page 42 before proceeding here.

- Once all checks have been marked as reconciled, touch **Check Reconciliation Done**.
- Touch **Reconciliation Done**.
- The *Login* screen will appear. You are now ready to shut down or log in to the next serving period, as applicable.

Check Reconciliation Edit

This procedure will be performed during Cashier/Check Reconciliation when the user needs to change a check that has been entered with the incorrect amount or incorrect check number.

Changing the Check Number

- Touch the check number.
- Using the onscreen number pad, type in the correct number.
- Touch **Check #** and the incorrect number will be replaced.
- Touch **Check Reconciliation Edit Done**.

Changing the Check Amount

- Touch the check amount.
- Using the onscreen number pad, type in the correct amount.
- Touch **Amount** and the incorrect amount will be replaced.
- Touch **Check Reconciliation Edit Done**.

Note: This will not adjust the amount deposited into an account. The user must adjust the account separately in *POS BackOffice*.

Exiting the STI Lunch POS Program

When the user is done for the day and wishes to exit the program (after reconciliation is complete), touch the large **Shutdown** button on the *Login* screen.

BackDating

Using the Backdating Feature

The **BACKDATING** feature may be used to correct or add data for one or more previous days. The user may only backdate one day at a time.

Backdating on the POS Terminal

- Open *STILunch POS* program.
- Enter cashier *Name*, *Password* and *Serving Period*.
- Touch **BACKDATE**.
- Touch **Login**.
- Touch appropriate month and year to insert the correct ones if they are not already displayed.
- Touch the day of the month on the calendar for which data is to be corrected or inserted.
- Enter starting cash for the day entered.
- Enter new sales transactions or correct old transactions as necessary.
- If the only items to be corrected are deposit amount, reconciliation amount or attendance number/factor, exit the *POS Terminal* program.
- Touch **Logout**.
- Touch **YES** when prompted. Answer **YES** to the question *'Do you want to close as well?'*
  *All corrections to the cashier reconciliation will be done in the *POS BackOffice* program.

Backdating on the POS BackOffice Computer

- Open *POS BackOffice* program.
- Enter *User ID* and *Password*.
- Click on **Terminal Status**.
- To change a cashier's reconciliation amount, click on **Cashier Reconciliation (BD)** and perform the following steps:
  - Click **Select** next to the correct cashier and serving period.
  - Make necessary changes.
  - Click **SUBMIT**.
  - Click on **End of Day (BackDated)**.

- Click **Continue**.
- Change school attendance number or factor if needed.
- Click **Submit**.
- Change breakfast and/or lunch deposit if needed.
- Click **Submit**.
- Click **Continue**.
- When the process is completed, the "*End of Day BackDated Complete"* prompt will appear.

Note: The user must run **End of Day (BackDated)** before starting the next day; regardless of changes made.

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